

**CHAPTER I
GENERAL PROVISIONS**

ARTICLE 1

For the purposes of this policy

- a) *italicised text: the more important relevant legal provisions; which do not form part of the Policy*
- b) text with regular font: the provisions of the Policy.

The scope of the Policy

ARTICLE 2

Higher Education Act Annex 2 to Act CCIV of 2011

Mandatory content of the operating licence, certain institutional documents

II. The Organisational By-laws ...

3. The student requirements

The student requirements must specify in particular: ...

d) the rules for determining and fulfilling the payment obligations of students, the rules for the distribution of student benefits (Payment and Benefit Policy), ...

Article 104 of the Higher Education Act Paragraph (1) *The provisions of this Act shall apply to the University of Public Service and the higher education activities performed by the University of Public Service in the fields of public governance and public administration, law enforcement, military, national security, international and European public service, and to the staff and students employed by the institution, with the exceptions and deviations provided for in the Act on the University of Public Service.*

(1) The scope of the Policy shall apply

- a) to all students, including students who are visiting students (hereinafter collectively as: students) studying at the University in Hungarian and foreign languages in the framework of higher education vocational training, bachelor's degree programmes, master's degree programmes, postgraduate programmes, or in courses or programmes as defined by the previous law on higher education;
- b) with regard to certain fees, to former students of the University's predecessors; and
- c) to the extent applicable to them, to all employees of the University, irrespective of the legal status under which they carry out their activities, provided that any person seconded to the University, whether professional or contract staff, or working for the University under a contract of engagement or other legal relationship, shall be considered an employee of the University.

(2) The scope of this Policy shall extend to matters not covered by the University Doctoral and Habilitation Regulations with respect to students participating in doctoral programmes and doctoral degree award procedures at the University.

(3) The person paying the self-funded tuition fee on behalf of the student shall – to the extent applicable to him/her – also act in accordance with this Policy.

General requirements

ARTICLE 3

Article 21/A of the UPS Act (1) *Depending on the form of the funding, the participant in the programmes of the University may be*

a) *a student with public service scholarship,*

b) *a student who is not obliged to pay a self-funded tuition fee, who is in a professional legal relationship subject to the Act on the Legal Status of Professional Staff of Law Enforcement Agencies or who is in a professional or contractual legal relationship subject to the Act on the Legal Status of Military Personnel, or the finance officer who has a legal relationship at the tax and customs authority (hereinafter jointly referred to as "professional or contractual legal relationship") or who is an officer candidate,*

c) *a self-funded student, or*

d) *a scholarship student as per Article (2) (f) of Act XLV of 1996 on the Legal Status of Heads, Teachers and Students of Military and Law Enforcement Higher Education Institutions (hereinafter referred to as a law enforcement scholarship student).*

(2) *Students receiving a public service scholarship shall be subject to the rules of the Higher Education Act applicable to students supported by a Hungarian state scholarship, with the exceptions provided for in this Act.*

(3) *A student receiving a public service scholarship who is studying on a correspondence work schedule shall not be entitled to a student benefit.*

(4) *The University shall conclude a contract with the students who have been awarded a public service scholarship.*

Article 2 of Act XLV of 1996 *on the status of heads, teachers and students of military and law enforcement higher education institutions: For the purposes of this Act*

... c) *dual-status student: a member of the professional staff, as defined in the Act on the Legal status of the professional staff of law enforcement agencies (hereinafter as: the Law Enforcement Agencies Staff Act), who has been admitted to a law enforcement higher education institution, and who is pursuing studies in a state-subsidised programme, ...*

f) *scholarship student: a full-time student admitted to a law enforcement higher education institution who is pursuing his/her studies on the basis of a scholarship contract concluded with an armed forces body or the immigration and asylum authority (hereinafter collectively as: the contracting body),*

Article 46 (3) of the Higher Education Act: *... the costs of the self-funded programme shall be borne by the student. ...*

Article 83 (1) of the Higher Education Act: *If a student is enrolled in a self-funded programme, he/she shall pay the self-funded tuition fee for the items specified in paragraphs (1) to (2) of Article 81 and a fee for the items listed in paragraphs (1) to (2) of Article 82.*

Article 108 of the Higher Education Act: *For the purposes of this Act*

1. *doctoral student: a student enrolled in a doctoral programme;*

Article 36 (1) of the UPS Act: *The funds required to cover the payments of law enforcement scholarship students and of students as per Article 21/A(1)(b) shall be ensured – with the exception provided for in paragraph (4)(a) – from the annual budget of the body concluding the scholarship contract or the body enrolling the student. ...*

(4) The budget of the University shall provide for

a) with the exception of paragraph (1), the funds required to cover the student benefits provided to students studying in the security specialisation of the bachelor's degree programme in law enforcement administration and the support provided to the students studying in doctoral programmes, ...

(5) With regard to student benefits and support for doctoral students, the per capita state subsidies laid down in the Higher Education Act shall be applied for purpose of budget planning.

(6) The University shall not be subject to the rules on subsidies granted by the Minister responsible for higher education.

Article 1 of the UPS Regulation: The provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Higher Education Act) and the Act on the Benefits Provided to and Certain Fees Payable by Students Studying in Higher Education shall apply with the exceptions set out in this Regulation.

Article 7 of the UPS Regulation: With regard to the University's rules on student benefits and payments, the following definitions shall be understood as follows, by way of derogation from the provisions of the interpretative provisions of the Act on the Benefits Provided to and Certain Fees Payable by Students Studying in Higher Education:

1. orphan: a student whose parents are deceased and whose support is not provided by another person;

2. half-orphan: a student whose parent has died;

3. breadwinner: a student who provides for at least one child in his/her own household or is the guardian of at least two minor children;

4. student with a large family: a student who has at least two dependant siblings or at least two persons living in the same household with him/her, in addition to his/her supporter(s), whose monthly income is less than the statutory minimum wage;

5. own income: the fee defined in Article 37 of the UPS Act, and the service fee defined in the institutional regulations, and the profit of the University's business activities, its income from sponsorship/support received from business associations, and the subsidy received specifically for the payment of scholarships through a tender; ...

Article 8 (1) of the UPS Regulation: The rules of Government Decree no. 248/2012 (VIII. 31.) on certain provisions necessary for the implementation of Act CCIV of 2011 on national higher education on the procedures for the registration of the fulfilment of the conditions of the Hungarian state scholarship shall apply with regard to the fulfilment of the conditions of the public service scholarship.

Article 11 of the UPS Regulation:

a) a need-based grant may be provided to the student out of the state budget subsidy granted to the University under Article 35 (2) and Article 36 (1) of the UPS Act,

b) a merit-based grant may be provided to the student out of the state budget subsidy granted to the University under Article 35 (2) of the UPS Act.

Article 1 of Government Regulation No. 51/2007 on the benefits provided to and certain fees payable by the students in higher education (hereinafter as: the Student Benefits Regulation): The scope of this Regulation, with the exception of paragraph (2), shall extend to natural persons and legal entities, organisations without legal personality as defined in Article 1(2) of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Higher Education Act) and their activities.

(2) *Unless otherwise provided by law, the scope of this Regulation shall not extend to military officer candidates, officer candidates of law enforcement educational institutions, professional and contract staff students of the Hungarian Defence Forces, and professional staff students of law enforcement bodies, and the scholarship students participating in law enforcement programmes.*

Interpretative provisions

Article 2 (1) of the Student Benefits Regulation: *For the purposes of this Regulation*

... d) disabled or medically needy student: a student who

da) requires permanent or increased supervision or care because of a disability, or who regularly needs personal and/or technical assistance and/or services because of a disability, or

db) has lost at least 67% of his or her capacity to work or has suffered at least 50% health impairment and this condition has lasted for one year or is expected to last for at least one more year;

... g) student entitled to social allowance: a student in full-time higher education vocational training, bachelor's degree programme, master's degree programme, or single-cycle programme, or in doctoral programme, who

ga) is participating in a state-subsidised programme or as a Hungarian state (partial) scholarship holder, or

gb) started his/her studies in a state-subsidised programme and, on the basis of the number of semesters he/she has completed in the degree programme of the given vocational training, he/she would be entitled to participate in a state-subsidised programme;

Article 11 (1) of the Student Benefits Regulation: *The legal titles and conditions of the grants and subsidies that higher education institutions may grant to students shall be determined in advance for the duration of an academic year and shall be published in the usual manner in the institution.*

(2) *In the higher education institution, the legal titles, conditions and rates of the fees to be paid by the student for default and late performance, the dormitory fee, and the amount of the self-funded tuition fee and fee-payment as per Article 46 (3) and Article 83 of the Higher Education Act shall be determined for the duration of one academic year and shall be published in the usual manner in the institution.*

(1) The programmes provided by the University may be either subsidised programmes or self-funded programmes. For the purposes of this policy, a subsidised programme is a programme for which the student does not have to pay a self-funded tuition fee.

(2) The amount of the self-funded tuition fee payable by the student for the following academic year shall be determined by 30 October of each year, in the framework of the preparation of the higher education admission prospectus, in accordance with the University's regulations on the calculation of the self-funded tuition fee.

(3) Unless otherwise provided for in this Policy, students may appeal to the Student's Appeal Committee against decisions taken regarding them on the basis of this Policy, in accordance with the provisions of the regulations on the exercise of student rights and fulfilment of student obligations, the assessment of applications relating to student status and the procedure for student appeals.

(4) With regard to the rules on the fees and benefits for students of the University

1. *scholarship index:* the product of the number of credits and the grade of the subjects completed in the semester divided by the number of credits taken. For the calculation of the scholarship index, the grades and credits achieved in compulsory subjects and elective subjects (to be chosen from several options) shall be weighted by 1.2. The scholarship index shall be calculated on the basis of the results of all the subjects taken in the previous semester according to the following formula:

$$\frac{\sum 1.2 \times \text{credit}^K \times \text{grade}^K + \sum \text{credit}^V \times \text{grade}^V}{\sum 1.2 \times \text{credit}^K + \sum \text{credit}^V}$$

$$\sum 1.2 \times \text{credit}^K + \sum \text{credit}^V$$

where

- K: all compulsory subjects and elective subjects (to be chosen from several options) as per the recommended curriculum
- V: optional subjects taken according to the recommended curriculum.

Subjects ending with a "fail" mark, or indicated as "failed" or "did not take the exam" or "failed to attend the exam" shall be marked with zero in the numerator of the formula. The scholarship index shall not include grades obtained at other higher education institutions in the framework of additional (parallel) student status, internal parallel studies or by crediting previous studies. The scholarship index shall also include subjects taken as part of a repeated subject enrolment, whereas subjects taken as part of a remedial repeated subject enrolment (improvement of a previously completed subject) shall not be counted. Subjects completed within the framework of a visiting student relationship, regardless of whether the student has completed them within the framework of a visiting student relationship with a Hungarian or foreign higher education institution, shall be considered as if the student had completed them at the University and their results shall be included in the value of the scholarship index with the credits and grades approved by the Credit Transfer and Validation Committee. Subjects required for master's degree students in the context of the credit recognition procedure from bachelor's degree programmes, and taken in parallel with a master's degree programme or with a programme aimed to obtain a vocational qualification, shall not be counted in the scholarship index.

2. Adjusted credit index: Government Regulation No. 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education Article 57(4) ... The adjusted credit index can be calculated based on the credit index by using a multiplying factor corresponding to the ratio of credits completed during the semester and the credits undertaken in the personalised curriculum. (...) The credit index shall be calculated by multiplying the credits and marks of the subjects completed in the semester, and then by dividing the resulting sum by the thirty credits to be earned during one semester – assuming average progress.

3. doctoral scholarship: grants per person as defined in Article 114/D (1) (b) of the Higher Education Act for students participating in doctoral programmes.

CHAPTER II GENERAL RULES FOR THE PAYMENT OF BENEFITS AND FEES

Legal titles of student benefits ARTICLE 4

Article 85/C of the Higher Education Act: *The higher education institution may use the funds available for student benefits under the following legal titles:*

- a) *to pay a merit-based scholarship, which may be*
 - aa) *a study scholarship,*
 - ab) *a national higher education scholarship,*
 - ac) *an institutional professional, scientific or public service scholarship;*
- b) *to pay a need-based grant, which may be*
 - ba) *a regular need-based grant,*

- bb) an exceptional need-based grant,*
- bc) the institutional part of the Bursa Hungarica Municipal Higher Education Grant,*
- bd) a ministerial scholarship for foreign students,*
- be) basic allowance,*
- bf) support for participation in internship;*
- c) to pay doctoral scholarships,*
- d) to pay other scholarships specified in the higher education institution's Payment and Benefit Policy, as well as to pay the scholarships supplementing the study costs of students participating in Hungarian state (partial) scholarship programmes, especially for disadvantaged students and athletes,*
- e) to finance the operating costs of the institution, which may be*
 - ea) a support for the production of coursebooks, for the purchase of electronic textbooks, study materials and electronic tools necessary for preparation, as well as tools to facilitate the studies of students with disabilities,*
 - eb) support for cultural activities and sporting activities,*
 - ec) maintaining and operating the dormitory,*
 - ed) the renting of dormitory accommodation, dormitory renovation,*
 - ee) support for the operation of the Students' Union (HÖK) and the Doctoral Student Union (DÖK),*
 - ef) support for the operation of student advisory organisations.*

(1) The University shall use the resources and financial management budgets available for student benefits, under the following legal titles:

- a) to pay a merit-based scholarship, which may be ...
 - aa) a study scholarship;
 - ab) a university professional scholarship;
 - ac) a student academic scholarship;
 - ad) a student public service scholarship;
 - ae) a doctoral student public service scholarship;
 - af) a national higher education scholarship;
 - ag) a teaching assistant scholarship;
 - ah) a university community scholarship;
 - b) a grant of the Maintainer;
 - aj) a student sports and culture scholarship;
 - ak) a Good State Scholarship;
 - al) a Good Student, Good Athlete Award;
 - am) a premium study scholarship;
 - an) a scholarship funded by an external partner;

- ao) a scholarship for students in self-funded programmes;
- ap) Pro Juventute scholarship;
- aq) ¹
- ar) a scholarship for college for advanced studies;
- as) a scientific students' associations scholarship;
- at) a Scientific Students' Associations Conference scholarship;
- au) ²Ludovika Collegium scholarship;
- av) ³a scholarship funded through a tender;
- aw) ⁴a water sciences scholarship;
- b) to pay a need-based grant, which may be
 - ba) basic allowance;
 - bb) regular need-based grant;
 - bc) exceptional need-based grant;
 - bd) support for participation in internship;
 - be) the institutional part of the Bursa Hungarica Higher Education Scholarship;
 - bf) ministerial scholarship paid to foreign students under bilateral international treaties;
 - bg) Hunyadi János ministerial scholarship;
 - bh) ministerial scholarship for a third-country national student;
 - bi) Scholarship Programme for Christian Young People ministerial scholarship;
 - bj) support for part-time training abroad;
- c) for a doctoral scholarship, which can be
 - ca) doctoral scholarship in the training and research phases;
 - cb) doctoral scholarship in the research and dissertation phases;
 - cc) scholarship upon successful completion of a degree;
- d) to cover the operating costs of the Students' Union and the Doctoral Student Union;
- e) Erasmus scholarship;
- f) Stipendium Hungaricum scholarship.

(2) In the case of the legal titles referred to in points (a) to (c) of paragraph (1), the subsidy may be granted to the student only in the form of a financial support (cash grant) or, in the case of point (a), in the form of a coupon (shopping voucher).

¹ Repealed by Senate Resolution No. 111/2020 (XI. 19.).

² Enacted by Senate Resolution No. 77/2020 (VI. 17.).

³ Enacted by Senate Resolution No. 77/2021 (VI. 16.).

⁴ Enacted by Senate Resolution No. 28/2022 (II. 23.).

- (3) In the case of the scholarships as per paragraph (1)(a)-(b), the maximum amount a student may receive under one legal title, as a single payment, shall be 150% of the per capita state student subsidy.

The funds available to law enforcement scholarship students may be used under the following legal titles, in the form of financial support (scholarship):

- a) the basic scholarship for students;
- b) the merit-based scholarship, which can be
 - ba) study scholarship,
 - bb) premium study scholarship;
- c) to pay need-based grants, which can be:
 - ca) regular need-based grant,
 - cb) exceptional need-based grant;
- d) support for participation in internship.

Sources of student benefits ARTICLE 5

(1) The sources of the benefits and allowances granted to students participating in bachelor's degree programmes, unified, single-cycle programmes, master's degree programmes and higher education vocational training shall be determined on the basis of the per capita state student subsidy specified in Article 114/D (1) a) of the Higher Education Act and the textbook and coursebook, and the sports and culture per capita state subsidy specified in Article 114/D (1) f) of the Higher Education Act, and the number of eligible students per programme category.

(2) The source of the student benefits calculated on the basis of the per capita state student subsidy shall be calculated (budgeted) as the product of the per capita state student subsidy defined in Article 114/D (1) a) of the Higher Education Act and the arithmetic mean of the number of students as defined in paragraph (3) according to the statistical data reports for March and October of the year preceding the year under consideration.

(3) The following student categories and calculation methods shall be taken into account for the determination of the student benefits:

- a) full-time public service scholarship students shall be budgeted for all the legal titles listed under paragraph (4);
- b) ⁵ full-time officer candidates, law enforcement scholarship students and self-funded students shall be budgeted according to the legal titles under paragraph (4)(b)-(d), (i)-(j), (n)-(r);
- c) students in part-time programmes shall be budgeted on the basis of 25% of the per capita state subsidy for the legal titles listed in paragraph (4) (d) and (r);
- d) ⁶ professional or contract students participating in full-time programmes (dual-status students) shall be budgeted according to the legal titles under paragraph 4(d) and (p)-(r).

(4) The total student benefits calculated in accordance with paragraphs (2) and (3) may be used for the following legal titles and in proportion to the per capita state student subsidy:

- a) study scholarship 53.0%

⁵ Amended by Senate Resolution No. 107/2021 (X. 27.).

⁶ Enacted by Senate Resolution No. 107/2021 (X. 27.).

b) university professional scholarship	0.1%
c) student academic scholarship	0.2%
d) ⁷ student public service scholarship	4.4%
e) basic allowance	2.5%
f) regular need-based grant	29.3%
g) exceptional need-based grant	0.4%
h) support for participation in an internship	0.1%
i) University Community Award	0.2%
j) student sports and culture scholarship	0.1%
k) Good Student, Good Athlete Award	0.1%
l) premium study scholarship	2.0%
m) support for part-time training abroad	0.3%
n) Pro Juventute Award	0.1%
o) ⁸	
p) scholarship for college for advanced studies	2.0%
q) ⁹ scientific students' associations scholarship	0.4%
r) operating costs of the Students' Union	4.0%
s) ¹⁰ reserve	0.8%

ARTICLE 6

(1) The sources of the benefits and allowances granted to students participating in bachelor's degree programmes, unified, single-cycle programmes, master's degree programmes and higher education vocational training shall be supplemented by the source calculated as the product of the arithmetic mean of the textbook and coursebook, and sports and cultural activity per capita state subsidies specified in paragraph (1)(f) of Article 114/D of the Higher Education Act and the number of students as defined in paragraph (3) according to the statistical data reports for March and October of the year preceding the year under consideration.

(2) When calculating the sources calculated on the basis of the textbook and coursebook and sports and cultural activities per capita state subsidy, the full-time public service scholarship students shall be taken into account.

(3) The total resources determined under paragraphs (1) and (2) shall be used in the following proportions and under the following legal titles:

a) regular need-based grant	56.0%
b) operating costs of the Students' Union	44.0%

⁷ Established by Senate Resolution No. 111/2020 (XI. 19.).

⁸ Repealed by Senate Resolution No. 111/2020 (XI. 19.).

⁹ Amended by Senate Resolution No. 92/2022 (VII. 13.).

¹⁰ Amended by Senate Resolution No. 92/2022 (VII. 13.).

ARTICLE 7

(1) The sources of the benefits and allowances granted to students participating in doctoral programmes shall be determined on the basis of the per capita state subsidies specified in Article 114/D (1) *b*) of the Higher Education Act, the textbook and coursebook, and the sports and culture per capita state subsidy specified in Article 114/D (1) *f*) of the Higher Education Act, and the additional resources provided under this Policy, and the number of eligible students per programme category.

(2) The source of the student benefits calculated on the basis of the per capita doctoral subsidy shall be calculated (budgeted) as the product of the doctoral subsidies defined in Article 114/D (1) *b*) of the Higher Education Act and the arithmetic mean of the number of students as defined in paragraph (3) according to the statistical data reports for March and October of the year preceding the year under consideration.

(3) For the purpose of determining the benefits granted to doctoral students on the basis of the per capita state subsidies as per Article 114/D (1) *b*) of the Higher Education Act, full-time public service scholarship doctoral students shall be budgeted for all the legal titles listed in paragraph (4).

(4) The total doctoral student benefits calculated in accordance with paragraphs (2) and (3) shall be used under the following legal titles:

a) doctoral scholarship in the training and research phases	100.0%
b) doctoral scholarship in the research and dissertation phases	100.0%
c) benefit provided upon successful completion of the degree	100.0%

ARTICLE 8

(1) The sources and funds granted to students participating in doctoral programmes shall be supplemented by the source calculated as the product of the arithmetic mean of the textbook and coursebook, and sports and cultural activity per capita state subsidies specified in paragraph (1)(f) of Article 114/D of the Higher Education Act and the number of students as defined in paragraph (3) according to the statistical data reports for March and October of the year preceding the year under consideration.

(2) When calculating the sources calculated on the basis of the textbook and coursebook and sports and cultural activities per capita state subsidy, the full-time public service scholarship doctoral students shall be taken into account.

(3) The total resources determined under paragraphs (1) and (2) shall be used under the following legal titles, and in the following proportions corresponding to the respective doctoral programme:

a) doctoral scholarship	56.0%
b) operating costs of the Doctoral Student Union	44.0%

ARTICLE 9

(1) The sources and funds granted to students participating in doctoral programmes shall be supplemented by the resources calculated as the product of the arithmetic mean of the per capita state subsidies specified in points *ba*) and *bb*) of paragraph (1) of Article 114/D of the Higher Education Act provided for financing the operation of the Doctoral Student Union and the public duties of doctoral students and the support of professional activities, and the number of students as defined in paragraph (3) according to the statistical data reports for March and October of the year preceding the year under consideration.

(2) All doctoral students should be taken into account in the calculation of the resource.

(3) ¹¹ The total resources determined pursuant to paragraphs (1) and (2) shall be used under the following legal titles, from the amount of the per capita state subsidy specified in points ba) and bb) of paragraph (1) of Article 114/D of the Higher Education Act corresponding to the respective phase of the doctoral programme of the student, in the following proportions:

a) university professional scholarship	0.1%
b) doctoral student public service scholarship	1.5%
c) operating costs of the Doctoral Student Union	3.0%
d) reserve	0.5%

Article 10

(1) In order to use the separate funds provided by the University, the budget managers must plan the following scholarships/grants each year:

- a) national higher education scholarship;
- b) the institutional part of the Bursa Hungarica Higher Education Scholarship;
- c) teaching assistant scholarship;
- d) Scientific Students' Associations Conference scholarship;
- e) ¹² Ludovika Collegium scholarship;
- f) ¹³ water sciences scholarship.

(2) The following scholarships/grants shall be planned and budgeted in accordance with the legislation, calls for proposals, grant agreements, supporting documents and other agreements¹⁴:

- a) ministerial scholarships
- b) grants of the Maintainer
- c) Good State Scholarship
- d) scholarship funded by an external partner
- e) scholarships for students in self-funded programmes
- f) Erasmus scholarship
- g) Stipendium Hungaricum scholarship;
- h) ¹⁵Scholarship funded through tenders.

(3) In the case of the legal titles referred to in paragraph (2), the utilisation may be realised after the Chief Financial Officer has made the allocation of the respective budget.

Article 11

(1) The derivation of the calculation of the resources set out in Articles 5 to 10 shall be set out in Annexes 2/A to 2/C to this Policy.

¹¹ Established by Senate Resolution No. 77/2020 (VI. 17.).

¹² Enacted by Senate Resolution No. 77/2020 (VI. 17.).

¹³ Enacted by Senate Resolution No. 28/2022 (II. 23.).

¹⁴ Amended by Senate Resolution No. 77/2021 (VI. 16.).

¹⁵ Enacted by Senate Resolution No. 77/2021 (VI. 16.).

(2) The benefits calculated shall be determined separately for each academic semester and shall be made available to the budget managers in the form of a financial management budget, taking into account the following:

- a) when determining the financial management budgets for scholarships/grants with a fixed amount, the amount of the budget must be exactly equal to a multiple of the fixed amount, the surplus or deficit being offset against the reserve legal title;
- b) for scholarships where the monthly amount cannot be expressed as a whole number, the monthly scholarship amount must be rounded upwards to a whole number HUF amount;
- c) the number of students shall be determined on the basis of the number of students who actually have an active student status in the given semester.

(3) The Chief Financial Officer shall be authorised to transfer appropriations between the different legal titles, in cooperation with the Deans, the University Students' Union and the Vice-Rector for Education, and the University Doctoral Student Union and the Vice-Rector for Academic Affairs.

Common provisions for scholarships awarded under calls for applications

Article 12

(1) The provisions set out in this Article shall apply to scholarships awarded by the University on the basis of a call for applications published in accordance with this Policy, unless otherwise expressly provided in this Policy.

(2) The call for applications must include at least:

- a) the title and purpose of the call for applications;
- b) the persons eligible to submit an application;
- c) the deadline, method and place of submission of the application;
- d) the forms to be used to submit an application and the definition of the supporting documents or certificates to be submitted;
- e) the evaluation criteria, method and deadline;
- f) the way the decision shall be communicated;
- g) the deadline, method and place for lodging an appeal against the decision;
- h) the availability of the Student Payment and Benefit Policy on the university website.

(3) ¹⁶The call for applications shall be announced by the budget manager. The call for applications must be published on the website of the University and of the faculty concerned.

(4) If the relevant provision of this Policy requires the use of an application form (datasheet) or other form for the scholarships provided for in this Policy, applications may be submitted using that form. Applications must be accompanied by the documents specified in the relevant provision of this Policy. Additional documents may be requested from the applicant to clarify the information provided in the application.

¹⁶ Amended by Senate Resolution No. 92/2022 (VII. 13.).

(5) Applications shall be submitted to the organisation specified in this Policy or in the call for applications, which organisation shall forward the applications received without delay to the body or person entitled to evaluate them.

(6) The decision made in terms of the applications must be made in writing. The decision must include at least the applicant's name, his/her Neptun code or other personal identification details, the amount of the scholarship, the score awarded to the application (if the applications are evaluated by scoring under the given call for applications) and – if the application is rejected – the reasons for rejecting or partially rejecting the application.

(6a)¹⁷ Minutes shall be taken of the decision-making process carried out prior to the decision on the applications, in particular of the board meeting, to establish that the procedure was conducted in accordance with the relevant regulations. The minutes shall indicate in particular the subject matter and number of the applications evaluated, the assessment of each application as per their validity and completeness, the elements of the applications that cannot be taken into account, the partial and total scores awarded/proposed for each application according to the evaluation criteria. Prior to the decision, the person competent to take the decision must examine the well-foundedness, adequacy and regularity of the decision preparation procedure.

(7) The decision on the application must be communicated to the applicant by post or via the electronic student registry system (hereinafter referred to as: the Neptun system).

(8) The forms necessary for submission of the applications, the detailed rules for the announcement of the call for applications and submission of the applications and the evaluation criteria shall be set out in Annex 5 to this Policy. Where so provided for in this Policy, the forms to be used for the applications and the evaluation criteria of the applications shall be drawn up by the University Students' Union.

(9) ¹⁸ The budget manager shall provide for the management and retention of all documents (being the supporting documentation for the commitment) generated in connection with the announcement of the call for applications and the evaluation of the applications, unless otherwise expressly provided for in this Policy.

Article 13

(1) If the application is submitted – electronically – via the Neptun system, the documents substantiating the grounds and facts indicated in the application with sufficient and reliable proof must be uploaded to the Neptun system, with the proviso that

- a) the original paper (hard copy) document(s) can be requested from the applicant at any time, and
- b) if the applicant fails to present the original copies of these documents by the deadline and in the manner specified in the relevant notification, the application may be rejected or the disbursement of the scholarship/grant may be withdrawn.

(2) No person who or whose close relative has submitted an application for a subsidy/support/grant may participate in the decision-making or decision-preparation concerning the award of a non-need-based support to students, falling within the scope of Act CLXXXI of 2007 on the Transparency of Subsidies Provided from Public Funds, in relation to his or her own case or the case of his/her close relative (for the purposes of this Paragraph, hereinafter as: "close relative"). If a person affected by a conflict of interest as provided for in this paragraph is not entitled to vote on a matter based on this provision, he/she shall be excluded from the establishment of quorum for the purpose of deciding on that matter and another person shall be appointed to prepare the decision. The conflict of interest as per this paragraph and the action taken as a result thereof shall be indicated in the decision, in the

¹⁷ Enacted by Senate Resolution No. 92/2022 (VII. 13.).

¹⁸ Enacted by Senate Resolution No. 92/2022 (VII. 13.).

minutes of the meeting of the Board and in any other document issued in the decision-preparation process.

(3) Students will be subject to disciplinary proceedings in accordance with the University's Student Disciplinary and Compensation Policy if they provide false information or facts in their applications.

(4) ¹⁹ No person who is not a student or employee of the University may participate in the evaluation of the application. The persons involved in the evaluation of the applications shall be bound by confidentiality.

(5) ²⁰ A student may apply for any of the Pro Juventute scholarships (Article 50), the university professional scholarship (Article 21) and the university community award (Article 41), but may only be awarded a scholarship in one of these applications. In addition, if a student is awarded one of these three scholarships, he/she may not receive a student academic scholarship (Article 22) or a student sports and cultural scholarship (Article 43) at the same time. A student receiving a national higher education scholarship (Article 27) may not receive a premium study scholarship (Article 46) at the same time. However, a student who has been awarded a premium study scholarship (Article 46) may not be excluded from the study scholarship (Article 19), provided that he/she fulfils the conditions of the study scholarship at the time of its disbursement.

Rules of payment of student benefits

Article 14

(1) The payment of scholarships to be paid by the University to students shall be ordered in the authorization issued by the manager having management authority over the respective budget, after financial countersignature (clearance) as specified in the instruction issued by the Rector.

(2) The commitment documents must include the student's name, his/her Neptun code, the legal title of payment, the source of the payment, the case number, the one-off and total (aggregated) amount, the respective period and the semester. Different types of scholarships cannot be combined.

(3) ²¹In the case of monthly scholarships, the Finance Office shall arrange for the transfer of the student scholarships by the University by the 10th day of the month in question at the latest, except for the first month of the academic semester, and by the 15th day of the month in question in the case of the Stipendium Hungaricum scholarship and the Scholarship Programme for Christian Young People. The transfer of the one-off scholarships/grants must be made within 3 working days of receipt by the Finance Office of the commitment document containing all signatures.

(4) The calls for applications, applications submitted, the documents related to the committee or management decisions on which the various scholarships are based shall be kept and retained by the organisations and organizational units specified in this Policy.

(5) In the case of monthly scholarships, if the student's student status is terminated or suspended for any reason, the scholarship awarded for him/her may no longer be paid – during the period of suspension in the case of a suspension. Unless otherwise provided for by law, the suspension of the student status shall not extend the duration of the scholarship. The organisation responsible for academic administration shall provide data regarding this before the scholarship is paid. If a scholarship payment has been made in the month of termination of student status, the full amount shall be refundable if the student's student status has been terminated before the 15th of the month, and the half-monthly scholarship shall be refundable if the student's student status is terminated after the 15th of the month.

¹⁹ Enacted by Senate Resolution No. 92/2022 (VII. 13.).

²⁰ Enacted by Senate Resolution No. 92/2022 (VII. 13.).

²¹ Amended by Senate Resolution No. 92/2022 (VII. 13.).

(6) In the case of subsequent suspension of an already started academic semester in accordance with the Study and Examination Regulations, the scholarship(s) paid to the student in the semester concerned by the date the decision on the subsequent suspension becomes final must be repaid by the student within 15 days of the date on which the decision becomes final. The student is not entitled to any further scholarship from the date the decision on the subsequent suspension becomes final.

(7) ²² If the student's entitlement to a scholarship ceases due to reclassification, the scholarship previously awarded to the student and linked to a subsidised form of funding may no longer be paid from the date on which the decision on reclassification becomes final. The scholarship(s), linked to a subsidised form of funding, paid to the student in the semester affected by the reclassification by the date the decision on the reclassification becomes final must be repaid by the student within 15 days of the date on which the decision becomes final.

Incorrect payment

Article 15

(1) An incorrect payment is a payment made by the University to a student without entitlement/authorisation/eligibility or when the amount paid is more than what is due. The University will notify the student of the incorrect payment through the Neptun system.

(2) Scholarship payments made to a student until the decision on subsequent suspension of the student status becomes final or until the termination of the student status, which the University paid to the student in the semester for which the subsequent suspension of the student status was approved or in which the student status was terminated, shall not be considered as unauthorised (undue) payments.

(3) The student shall be obliged to repay the amount incorrectly paid to him/her (in error) no later than

- a) until the end of the study period of the semester following the notification of the incorrect payment, if his/her student status is not suspended during that semester;
- b) before the next active semester is reported, if he/she suspends his/her student status in the semester following the notification of the incorrect payment;
- c) until the start of the final examination, if the student finishes his/her studies in the semester in which the notification on the incorrect payment was made;
- d) in case of termination of student status, until the deadline specified in the decision establishing the termination.

Doctoral student public service scholarship

Article 25

Article 85/C of the Higher Education Act: *The higher education institution may use the funds available for student benefits under the following legal titles:*

²² Enacted by Senate Resolution No. 107/2021 (X. 27.).

a) to pay a merit-based scholarship, which may be ...

ac) an institutional professional, scientific or public service scholarship;

Article 8 (5) of the UPS Regulation: *The benefits and allowances of law enforcement scholarship holders and officer candidates who are students of the Law Enforcement programme of the University shall be governed by the legislation establishing such benefits and allowances, the University's Payment and Benefit Policy and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash benefits payable for such students shall be paid by the body concluding the scholarship contract. For students participating in full-time work schedule, the subsidies/grants determined under Article 85/C (a) (ab) and (ac) and (b) (bc) of the Higher Education Act may also be provided.*

Article 10 (1) of the Student Benefits Regulation: *In the case of the legal titles as per Article 85/C (a) to (d) of the Higher Education Act, the subsidy/grant may be made available to the eligible student only in the form of financial support (cash grant).*

(2) Unless otherwise provided for in this Regulation, the scholarship specified in points a), ba), bc)-bf), c)-d) of Article 85/C of the Higher Education Act shall be paid to the student on a monthly basis. The higher education institution shall be obliged to arrange for the transfer of these benefits to the account-holding credit institution by the 10th day of the month in question at the latest, except for the first month of the academic semester.

(3) ... Students enrolled in full-time bachelor's degree programmes, single-cycle programmes, master's degree programmes, higher education vocational training or doctoral programmes may receive subsidy/support under the legal title specified in Article 85/C (ac) of the Higher Education Act. ...

(4) The institutional professional, scientific and public service scholarship are non-compulsory benefits that can be awarded to students who perform outstanding activities beyond the curricular requirements – according to the procedure and principles set out in the payment and benefit policy of the institution – on the basis of a call for applications, for a fixed period of time, to be disbursed monthly or on a one-off basis.

(1) ²³The doctoral public service scholarship shall be open to doctoral students who are engaged in priority community activities. A doctoral public service scholarship may also be awarded to doctoral students who are enrolled in a self-funded programme. Student public service scholarship cannot be awarded for student organisational activities outside the Doctoral Student Union organisation.

(2) The scholarship may be awarded according to the schedule and procedure decided by the Delegates Assembly of the Doctoral Student Union, but at least quarterly, up to the amount of the available budget. The proper, time proportional use of the budget shall be the responsibility of the Doctoral Student Union.

(3) The call for applications for the doctoral public service scholarship shall be published on the website of the Doctoral Student Union on a permanent basis. The deadline for submission of applications shall be the 3rd working day of the month following the publication of the call.

(4) By the 8th working day of the month following the publication of the call at the latest, the Board of the Doctoral Student Union shall aggregate the applications received, examine the content of the applications and, by the 10th working day of the month following the publication of the call at the latest, decide – in the form of a resolution of the Board – on the amount of the scholarship awarded and the beneficiaries, indicating the reason for eligibility. The evaluation criteria shall be set out in Annex 5.

Article 26

²³ Established by Senate Resolution No. 111/2020 (XI. 19.).

(1) A copy of the resolution of the Board of the Doctoral Student Union on the evaluation of the applications received shall be sent to the Vice-Rector for Academic Affairs on the working day following the evaluation. The Vice-Rector for Academic Affairs may object to the decision of the Board of the Doctoral Student Union on the award of scholarships within 2 working days, before it is communicated to the applicant.

(2) On the basis of the decision, the Doctoral Student Union shall prepare the commitment document and send it – with the initiating signature of the Chairperson of the Doctoral Student Union – for financial countersignature and verification of student data, no later than the 15th working day of the month following the month in question. After verification, the Finance Office shall forward it to the Vice-Rector for Academic Affairs for authorisation of payment within 3 working days, after which arrangements shall have to be made for disbursement of the scholarship until the last working day of the month following the month in question.

(3) ²⁴

(4) The Vice-Rector for Academic Affairs shall act as the budget manager in charge of the budget of the doctoral public service scholarship, with the proviso that it must be managed separately, as a financial management budget under the administration of the Doctoral Student Union, and the budget may only be used with the consent of the Doctoral Student Union.

MINISTERIAL SCHOLARSHIPS

Ministerial scholarships for foreign students paid under bilateral international agreements

Article 35

Article 85/C: *The higher education institution may use the funds available for student benefits under the following legal titles: (...) b) to pay a need-based grant, which may be (...) bd) a ministerial scholarship for foreign students,*

Article 26 (1) of the Student Benefits Regulation: *A scholarship shall be awarded by the Minister responsible for education to students enrolled in a state-recognised higher education institution under a bilateral international agreement, except for students enrolled in a doctoral programme subsidised from a Hungarian state scholarship. The scholarship awarded is for ten or twelve months per year.*

(2) *The monthly amount of the ministerial scholarship shall correspond to (...) b) for students participating in other bachelor's and master's programmes, 34% of the annual amount of the per capita state student subsidy defined in the State Budget Act,*

c) in the case of students participating in doctoral programmes, one twelfth of the annual amount of the per capita state subsidy determined for this purpose in the State Budget Act.

(3) *The ministerial scholarship shall be paid by the higher education institution having a legal relationship with the student.*

(4) *Students of non-Hungarian nationality pursuing a state-subsidised bachelor's, master's or doctoral degree programme in Hungary, who are required to do so by bilateral or multilateral international agreements, shall be entitled to dormitory accommodation for 12 months per year. Students of non-Hungarian nationality who are studying in Hungary in self-funded programmes on the basis of a bilateral or multilateral international agreements shall be entitled to 12 months of dormitory accommodation per year, the fee for which shall be paid from their ministerial scholarship.*

...

²⁴ Repealed by Senate Resolution No. 92/2022 (VII. 13.).

(7) In the case of non-Hungarian nationals participating in part-time programmes under an international agreement, the provisions of paragraphs (1) to (5) shall apply, with the exception that the scholarship/grant awarded shall be for the duration of the part-time programme.

Once the ministerial scholarship has been awarded, the Vice-Rector for Education, in cooperation with the Finance Office, prepares the documents necessary for the award of the scholarship, the budget manager being the Vice-Rector for Education.

Ministerial scholarships for third country national students **Article 37**

Article 85/C: *The higher education institution may use the funds available for student benefits under the following legal titles: (...) b) to pay a need-based grant, which may be (...) bd) a ministerial scholarship for foreign students,*

Article 27 (1) of the Student Benefits Regulation: *The Minister responsible for education may award scholarships/grants each academic year to non-Hungarian students – with the exception of the students as per Article 26 (1) – participating in fee-paying or self-funded programmes in Hungary. A third country national who is supported by a ministerial scholarship on the basis of an intergovernmental agreement shall not be subject to the obligations related to the Hungarian state scholarship as defined in the Higher Education Act for the period supported by the ministerial scholarship.*

(2) *The Minister responsible for education shall issue the call for applications within the limits set by the State Budget Act.*

(3) *Applications will be assessed on the basis of the available budget (appropriation) and the applicants' academic performance.*

(4) *Applications shall have to be submitted to the higher education institutions. Applications shall be ranked by the higher education institutions and the ranked applications shall be forwarded to the organisation as per paragraph (2). The Minister responsible for education shall decide on the applications on the basis of the ranking and the principles laid down in paragraph (3), with the assistance of experts where necessary.*

(5) *The call for applications shall be published on the Ministry's website and shall be distributed to all higher education institutions.*

(6) *The deadline for submission of applications shall not be earlier than 30 days from the date of publication.*

Following the award of the ministerial scholarship, the Office for Education and Studies (OTI) – in cooperation with the Finance Office – shall carry out the tasks assigned to the University by law.

Scholarship Programme for Christian Young People ministerial scholarship **Article 38**²⁵

Article 85/C: *The higher education institution may use the funds available for student benefits under the following legal titles: (...) b) to pay a need-based grant, which may be (...) bd) a ministerial scholarship for foreign students,*

²⁵ Amended by Senate Resolution No. 92/2022 (VII. 13.).

Article 27/A (1) of the Student Benefits Regulation: *The Minister responsible for education establishes a scholarship for foreign students attending a self-funded programme of a state-recognised higher education institution, under the conditions determined in Government Regulation No. 120/2017. (VI. 1.) amending Government Regulation No. 51/2007 (III.26.) on the scholarship programme entitled "Scholarship Programme for Christian Young People" and on the benefits provided to and certain fees payable by the students in higher education (hereinafter as: the Scholarship Regulation).*

(2) The benefits provided in the framework of the scholarship/grant and the detailed provisions of their disbursement shall be set out in the Scholarship Regulation.

Government Regulation No. 120/2017 (VI.1.) Article 1: *The "Scholarship Programme for Christian Young People" programme (hereinafter referred to as: the "scholarship programme") is a scholarship established by the Government, with the following objectives*

a) to provide opportunities for the pursuit of higher education studies – including doctoral programmes as per Article 16 of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: the Higher Education Act) – in state-recognised higher education institutions of Hungary (hereinafter referred to as: Hungarian higher education institutions) for young Christian people whose Christian communities in their country of origin are subject to religious persecution, threats or restrictions on the free exercise of religion, and

b) to contribute to the prospering of Christian communities as per point (a) in their own homelands.

Article 2 (1) The Minister responsible for assisting persecuted Christians and the implementation of the Hungary Helps Program (hereinafter referred to as: the Minister) shall be responsible for the operation of the scholarship programme, in cooperation with the Minister responsible for education.

(2) The implementation of the scholarship programme shall be carried out by the Minister, with the tasks specified in Article 4 being carried out through the Tempus Public Foundation (hereinafter referred to as: the Public Foundation).

(3) The funds required for the operation of the scholarship programme shall be provided for in the chapter of the budget of the Ministry headed by the Minister.

Following the award of the ministerial scholarship, the International Office – in cooperation with the Finance Office – shall carry out the tasks assigned to the University by law.

Stipendium Hungaricum Scholarship Article 56

Government Regulation No. 285/2013 (VII. 26.) on the Stipendium Hungaricum

Article 1 (1) *The Stipendium Hungaricum (hereinafter referred to as: the "scholarship programme") is a scholarship established by the Government with the aim of providing priority support to foreign students pursuing studies at Hungarian higher education institutions in order to implement the intergovernmental agreements establishing the Stipendium Hungaricum scholarships. The details of the implementation of the scholarship programme shall be governed by an agreement between the Ministry (hereinafter referred to as: the Ministry) headed by the Minister responsible for foreign policy (hereinafter referred to as: the Minister) and the competent ministry of the foreign partner (hereinafter referred to as: the sending party), in accordance with the provisions of this Regulation and the relevant intergovernmental agreement.*

(2) In the course of implementation of the scholarship programme, the Minister shall give effect to and enforce the medium- and long-term foreign policy and foreign economic strategic objectives of Hungary, as well as the objectives of international development cooperation.

Article 2 (1) *The Minister shall be responsible for the operation of the scholarship programme. The Minister responsible for education shall contribute to the development and implementation of the strategy for the scholarship programme by the enforcement of education policy aspects.*

(2) The Tempus Public Foundation (hereinafter referred to as: the Public Foundation) shall be responsible for the implementation of the scholarship programme. The Minister shall delegate a member to the Board of Trustees of the Public Foundation in his/her professional management capacity related to the operation of the scholarship programme.

(3) The funds required for the scholarships and the operation of the scholarship programme shall be provided for in the chapter of the budget of the Ministry. The Ministry shall make available to the higher education institutions participating in the programme (hereinafter referred to as: the institutions), from the chapter of the budget of the Ministry, the amount of the scholarships, the self-funded tuition fee of the foreign student places, the housing allowance, the health contribution, the organisational flat rate and, in the case of Article 7 (4) c), the Hungarian language course flat rate, as well as provide the costs of the operation of the scholarship programme to the Public Foundation and ensure the implementation of the tasks to be directly performed by the Ministry.

(3c) The institutions shall report on the proper utilization of the subsidies established and made available to them under this Regulation, without submitting accounting documents justifying the costs related to the implementation of the scholarship programme, on the basis of the number of eligible students for the financial year, with the content and within the time limit laid down in the grant award instrument, grant agreement or inter-chapter agreement.

(3d) Paragraphs (1a) and (3) of Article 93 of Government Regulation no. 368/2011 (XII. 31.) on the Implementation of the Public Finances Act shall apply to the subsidy from the state budget granted under this Regulation, with the exception that the mandatory content elements of the summary of the costs related to the implementation of the scholarship programme shall be specified in the grant award instrument, grant agreement or inter-chapter agreement.

(4) The following benefits and allowances shall be granted to the scholarship holder for the duration of the scholarship contract:

a) exemption from payment of the self-funded tuition fee of the education,

b) the scholarship, the amount – with the approval of the Minister responsible for public finances – and conditions of which shall be determined by the Minister, and published in the operating regulations of the scholarship programme,

c) dormitory accommodation or housing allowance,

d) the services as per Article 81 (1) of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: the Higher Education Act) and the requirements as per paragraph (2) of Article 81 of the Higher Education Act,

e) health care services as per Article 22 (1) (i) (id) of Act CXXII of 2019 on persons entitled to social security benefits and on the coverage of these benefits, and

f) healthcare contribution.

Article 7 (1) The amount of the self-funded tuition fee for foreign students shall be determined on the basis of the institutional call for applications, taking into account the system set out in Article 5 (g), and shall include the services as per Article 81(1) of the Higher Education Act.

(2) The scholarship shall be paid to a scholarship holder who has a student status during the period of his/her studies, provided that he/she has an active student status during the given study period.

(2a) A scholarship holder who obtains a diploma in the framework of the programme at the end of the spring semester, and is awarded a scholarship at a higher level in the new application procedure of the given year shall have his/her scholarship contract in force in the semester of graduation extended until 31 August of the given year and shall be entitled to the scholarship benefits.

(3) The scholarship holder shall have the rights and obligations set out in the student requirements system of the host higher education institution, the operating regulations of the scholarship programme, the implementation guidelines, the scholarship contract, the relevant legislation and the study and examination regulations of the higher education institution.

*(4) Hosting of a scholarship student shall be subject to the following conditions **

a) the institution submits and wins an institutional application and, on that basis, the institution and the Public Foundation conclude a framework agreement, except for the programmes specified in point (d),

b) the institution provides the scholarship holder with information, mentoring and counselling services as specified in the operating regulations of the scholarship programme and the implementation guidelines, and provides data to the Stipendium Hungaricum alumni and internationalisation system of the Public Foundation at the end of the scholarship period, and fully cooperates in the alumni and internationalisation activities organised by the Public Foundation pursuant to paragraph (4) of Article 6,

c) in the case of scholarship holders who have participated in a one-year preparatory higher education course in Hungarian and subsequently gained admission to a Hungarian-language higher education programme, the higher education institution undertakes to continue the scholarship holder's Hungarian language training during the scholarship holder's higher education studies pursuant to Article 80 (2) d) of the Higher Education Act,

d) in the case of Hungarian language preparatory course organised by the Ministry or the institution entrusted by it with this public task, the Ministry or the institution entrusted by it with this public task and the Public Foundation, and in the case of Hungarian language programmes organised by higher education institutions, the institution and the Public Foundation conclude a framework agreement.

(5) The institution shall be entitled to a flat-rate Hungarian language course grant in addition to the tuition fee in the case of Article 7 (4) c).

Article 8 (1) *The scholarship contract shall include:*

a) the programme duration specified in the programme and output requirements for the given degree programme and the duration of preparatory studies as per Article 80 (2) d) of the Higher Education Act;

b) the monthly amount of the scholarship and the date and method of payment of the scholarship, as set out in the operating regulations of the programme;

c) the rules of transfer to another higher education institution;

d) consent to the data processing;

e) the condition that the scholarship contract shall take effect on the date on which the scholarship holder establishes the student status;

*f) * the rules for the suspension and termination of scholarship status and higher education studies.*

(2) The scholarship contract shall be terminated – with the exceptions provided for in Article 59 (1) a) and Article 7 (2a) of the Higher Education Act – if the scholarship holder's student status is terminated.

(2a) The scholarship contract and legal status of a scholarship holder who has obtained the absolutorium in the doctoral programme but has not yet obtained a doctoral degree shall be suspended, and if the doctoral degree is not obtained within 1 year, the scholarship contract and legal status shall be terminated after 1 year. If he/she is awarded a scholarship through a special application procedure, he/she will be eligible for a scholarship for a maximum of 12 months after obtaining the absolutorium.

Article 9 (1) *The scholarship holder shall be obliged to establish a student status with the higher education institution affected by the admission or transfer decision and to maintain it for the duration of disbursement of the scholarship, as stipulated in the scholarship contract.*

(2) If the scholarship holder's student status is terminated, the scholarship may no longer be paid to him/her, with the exception of the provisions of paragraph (2a) of Article 7. If the scholarship holder's student status is suspended, the scholarship will not be paid to him/her during such suspension.

(3) The higher education institution shall fulfil its obligation to provide information on the scholarship as per Annex 3, Chapter I/B, Section 1, subsection h) of the Higher Education Act through the higher education information system.

(1) The scholarship holder must meet the admission requirements set by the University. The scholarship shall be awarded by the Public Foundation on behalf of the Minister, on condition that the scholarship holder must establish a student status at the University. Student status can be established in a self-funded programme determined by the University.

(2) The scholarship is awarded by means of a call for applications published by the Minister responsible for studies pursued at a Hungarian higher education institution, for self-funded places.

(3) Valid applications may be submitted by applicants:

- a) who are so designated by the sending party under the intergovernmental education agreements,
- b) who agrees to sign a scholarship contract after being awarded the scholarship,
- c) who has not previously participated in the scholarship programme.

(4) When submitting an application, applicants must include a declaration that they consent to the processing of their personal data during the application procedure and during the period of their participation in the scholarship programme.

(5) ²⁶The scholarship holder must conclude a scholarship contract with the University, which sets out the rights and obligations associated with the scholarship. The International Office shall act on behalf of the University upon concluding the scholarship contracts. The International Office shall check the mandatory content elements of the scholarship contract and, if necessary, ensure that these are included in the contract.

Article 57

(6) The scholarship shall be paid to a scholarship holder who has a student status during the period of his/her studies, provided that he/she has an active student status during the given study period. If the student status of the scholarship holder has been suspended, no payment will be made to him/her during the suspension. The first scholarship instalment must be paid within 30 days of the student's enrolment.

(7) In the course of the scheduling of studies during the period of the scholarship contract, the scholarship holder shall have the rights and obligations set out in the University's policies and regulations and in the scholarship contract. In matters not covered by law or the operating regulations of the programme, the provisions of the University's policies and regulations shall apply.

(8) ²⁷The scholarship holder shall be obliged to establish a student status with the University on the basis of the admission or transfer decision and to maintain it for the duration of disbursement of the scholarship, as stipulated in the scholarship contract. In addition to fulfilling the registration related requirements, scholarship holders shall be obliged to register in person at the International Office at the beginning of each semester.

(9) If the scholarship holder's student status is terminated, the scholarship may no longer be paid to him/her. If the scholarship holder's student status is suspended, the scholarship will not be paid to him/her during such suspension.

²⁶ Amended by Senate Resolution No. 50/2019 (IX. 18.). Amended by Senate Resolution No. 62/2022 (IV. 20.).

²⁷ Amended by Senate Resolution No. 50/2019 (IX. 18.). Amended by Senate Resolution No. 62/2022 (IV. 20.).

CHAPTER X

SERVICES PROVIDED FOR STUDENTS

Accommodation in dormitories/hostels

Article 59

Article 8 (6) of the Higher Education Act: *The organisation providing accommodation for students participating in higher education (dormitory, student residence) may – in the case of an institution not belonging to a higher education institution, based on an agreement concluded with the higher education institution – perform the tasks of preparation for the commencement of higher education studies, may also participate in higher education programmes and may also operate as a college for advanced studies or a college for advanced studies may also operate within the framework of such an organisation.*

(7) In order to ensure the housing conditions of students, a dormitory may be operated as part of an institution of higher education, or a student residence may be established as an institution not belonging to the higher education institution. The student residence shall be a legal entity, which – depending on its founder – may or may not operate as an institution funded from the central budget.

Article 12 (1) of the Student Benefits Regulation: *The accommodation in the dormitory may be obtained through an application procedure. Applications will be decided on the basis of the scoring system set out in the Payment and Benefit Policy.*

(2) The scoring system shall be made available before the submission of applications.

(3) The scoring system shall take into account the student's economic situation, academic performance, work carried out for the student community, the work schedule of the programme the student participating in, the cases of exemption as per Paragraph (4) of Article 4, and, if the student is to be given preference in the assessment of the application for admission to the dormitory pursuant to Article 41 (1) of the Higher Education Act, the existence of the conditions for preference set out in the Higher Education Act.

(4) Dormitories and student residences operating as colleges for advanced studies may apply a scoring system other than that provided for in paragraph (3).

(5) The housing conditions shall be supported under the need-based support scheme.

Article 4 (4) of the Student Benefits Regulation: *A student who is disadvantaged, an orphan, a breadwinner or whose guardianship has ceased on the grounds of his/her age of majority may be exempted from the obligation to pay the dormitory fee on the grounds of his/her economic situation. The institution may grant a discount or exemption from the dormitory fee to students working in the dormitory in accordance with the provisions of its payment and benefit policy.*

Article 14 (1) of the UPS Regulation: *Dormitory accommodation shall be classified according to their level of conveniences. The building, which does not comply with dormitory rules and is used for student accommodation, shall be called a hostel. The provisions of paragraphs (2)–(3) shall not apply to hostels. A hostel may be classified as a dormitory if the hostel operator ensures the conditions set out in paragraphs (2) to (3).*

(2) The classification according to the level of conveniences shall take into account the condition of the building, the provision of sanitary rooms (bathrooms) and the number of students per room. Additional conditions applied at the University shall be set out in the University's payment and benefit policy.

(3) The classification of the individual accommodation places shall be subject to an agreement between the Rector of the University and the Students' Union at the University to be concluded by 30 May preceding the beginning of the academic year, with the proviso

a) a dormitory place with a level of convenience I is a dormitory place where the bathroom is shared and 4 or more persons are accommodated in one room;

b) a dormitory place with a level of convenience II is a dormitory place where the bathroom is shared and less than 4 persons are accommodated in one room;

c) a dormitory place has a level of convenience III if there is a complete bathroom for each room or for each two-room, and if there are less than 4 persons per room;

d) a dormitory place has a level of convenience IV if there is a complete bathroom for each room or for each two-room, and if there are less than 4 persons per room, and the building has been renovated within the past 5 years.

(4) For the purposes of paragraph (3)(d), renovation means any expenditure which results in a change in the level of conveniences of the dormitory, other than expenditure for the purpose of conservation.

Article 15 (1) of the UPS Regulation: The monthly amount of the dormitory fee specified in the University's payment and benefit policy for students participating in state-subsidised programmes and for students participating in state-subsidised doctoral programmes shall not exceed the below percentage of the annual amount of the dormitory per capita state subsidy

a) 10% in the case of a dormitory place with the level of conveniences of I;

b) 12% in the case of a dormitory place with the level of conveniences of II;

c) 15% in the case of a dormitory place with the level of conveniences of III;

d) 22% in the case of a dormitory place with the level of conveniences of IV.

(2) The rules and fees for the accommodation of law enforcement students of the University shall be laid down in the University's payment and benefit policy.

(1) The rules for accommodation in the dormitory/hostel shall be laid down in the Dormitory Regulations.

(2) ²⁸The dormitory and other fees payable in the Diószegi Street Dormitory, the Orczy Road Dormitory, the Beszédes József Dormitory shall be governed by the provisions of Annexes 3/A, 3/B and 3/C.

(2a) ²⁹ Dormitory and other fees payable at the Ludovika Collegium shall be governed by the provisions of Annex 3/D.

(3) ³⁰The fees payable at the hostel of the Faculty of Military Sciences and Officer Training (Building "D") and the rules of payment of the fees shall be as set out in Annex 4.

Criteria for dormitory accommodation, the point system used

Article 60

(1) The criteria used for assessing the applications submitted for admission to a dormitory, as defined in this Article, shall be the following:

a) the applicant's economic situation;

b) the applicant's academic or admission results;

c) the activities performed by the applicant in the interest of the community and his/her scientific activities;

d) the applicant's disciplinary status;

²⁸ Established by Senate Resolution No. 107/2021 (X. 27.).

²⁹ Enacted by Senate Resolution No. 107/2021 (X. 27.).

³⁰ Amended by Senate Resolution No. 107/2021 (X. 27.).

(2) The assessment of the applicant's economic situation shall be based on the criteria, scoring and verification system set out in Annexes 5/1 to 5/3 of this Policy, with the exception that the score given in the first point of the table (Annex 5/3) "Distance of permanent residence from the municipality of the registered place of the programme" (within 20 km: 1 point) shall not be taken into account for applications for admission to a dormitory, and the score given in the second point (between 21 and 40 km: 2 points) shall only be taken into account for applications for admission to a dormitory if the distance from the municipality of the registered place of the programme is more than 30 km. If an applicant does not provide the necessary information or submit the proof/certificates of his/her economic situation in his/her application for admission to the dormitory, he/she will not be awarded an economic situation related point, and if he/she does not provide all the necessary proof/certificates, he/she will only be awarded points for the information that is duly verified and evidenced. No refusal will be made for lack of the necessary proof/certificates.

(3) Criteria for the evaluation of applications based on the applicant's academic or admission results:

- a) ³¹in the case of upper year student applicants, the scholarship index calculated on the basis of the last two completed active academic semesters – or on the basis of one completed academic semester if the student has only one completed active academic semester at the time of application – (calculated as the simple arithmetic mean of two academic semesters), or, if the application is for one academic semester, the scholarship index calculated based on the previous academic semester;
- b) for applicants starting their master's degree programme in the first year, the admission score they have achieved;
- c) for applicants starting their bachelor's degree programme in the first year, the admission score they have achieved;
- d) for applicants starting their doctoral programme in the first year, the admission score they have achieved;
- e) ³²
- f) the scholarship index of the last active academic semester before the semester preceding the semester of the part-time training abroad, in the case of students participating in part-time training abroad, if the subjects completed in the part-time training abroad are credited to the academic semester directly preceding the application period, in accordance with the Study and Examination Regulations and the Recognition, Credit Transfer and Validation Regulations, or if the examination outside the examination period in connection with the part-time training abroad takes place after the application period, but before the next academic semester;
- g) the study points that can be awarded to upper year student applicants are set out in Annex 6.

(4) Criteria for evaluating applications based on the applicant's contribution to the community and his/her scientific work:

- a) upper year student applicants and, in the case of call for applications published during the year, the applicant's activities in the interest of the community and his/her scientific activities – as attested by a certificate issued by the head of the organizational unit or organisation having competence according to the activity concerned – in the last two active academic semesters immediately preceding the application – or if the application is for one academic semester, in the immediately preceding active academic semester;

³¹ Amended by Senate Resolution No. 77/2021 (VI. 16.).

³² Repealed by Senate Resolution No. 77/2021 (VI. 16.).

b) the criteria and scores for the applicant's scientific activities and activities in the interest of the community are set out in Annex 6.

(5) The distribution of points taken into account in the dormitory admission process:

a.) in the case of a call for applications announced for students starting their studies in the first year:

aa) the admission result in 60%;

ab) the economic situation related points in 40%.

b.) in the case of a call for applications announced for students continuing their studies in upper years and in the case of a call for applications announced during the year:

ba) the academic result in 50%;

bb) the economic situation related points in 30%;

bc) the points awarded for activities performed in the interest of the community and scientific activities in 20%.

(6) In the case of applications for places in a college for advanced studies, by way of derogation from paragraph (1), the criteria for admission to the dormitory shall be exclusively the activities in the college for advanced studies as defined in paragraph (4) and in Section 5 of Annex 6 – with the condition that minimum 20 points must be obtained for admission – and the disciplinary status as defined in Article 0(1).

(7) The distribution of points taken into account in the dormitory admission process in the case of doctoral students:

a.) in the case of a call for applications announced for doctoral students starting their studies in the first year:

aa) the admission result in 60%;

ab) the economic situation related points in 40%.

b.) for doctoral students continuing their studies in the training and research phase of the programme:

ba) the academic result in 50%;

bb) the economic situation related points in 30%;

bc) the points awarded for activities performed in the interest of the community and scientific activities in 20%.

c.) for doctoral students continuing their studies in the research and dissertation phase:

ca) the points awarded for scientific activities in 50%;

cb) the economic situation related points in 30%;

cc) the points awarded for activities performed in the interest of the community in 20%.

8.) ³³The dormitory accommodation of students participating in the Ludovika Collegium student talent development programme shall not be subject to the dormitory admission application procedure referred to in this Article and the Dormitory Regulations and the criteria and points system applied therein, as well as to the additional conditions and requirements set out in Article 61.

Article 61

- (1) The application score obtained under paragraphs (2) to (6) of Article 60 and Annex 6 shall be reduced by the applicant's disciplinary status in the case of upper year student applicants and in the case of applications published in the middle of the year as follows:
 - b) by 5% in the event of a warning as set out in the Disciplinary and Compensation Policy,
 - c) by 10% in case of a reprimand,
 - d) by 20% in case of a severe reprimand,
 - e) in the case of dormitory damages as set out in the Disciplinary and Compensation Policy, by 5-30%, depending on the extent of the damages.
- (2) The point system according to the proportionality specified in paragraph (5) of Article 60 is set out in Annex 6.
- (3) ³⁴Those upper year students shall be entitled to apply for dormitory accommodation, who earned at least 15 credits in the last active academic semester, or – in the case as per point (f) of paragraph (3) of Article 60 – in the last active academic semester before the semester preceding the part-time training abroad.
- (4) ³⁵
- (5) ³⁶

Services to be provided to self-funded students

Article 64

Article 83 (1) of the Higher Education Act: *If a student is enrolled in a self-funded programme, he/she shall pay the self-funded tuition fee for the items specified in paragraphs (1) to (2) of Article 81 and a fee for the items listed in paragraphs (1) to (2) of Article 82.*

(2) The procedure for the determination of the fee shall be set out in the payment and benefit policy, on the basis of which the student and the higher education institution shall determine the amount of the fee.

(3) The proportionate part of the paid self-funded tuition fee determined under the Organisational Bye-laws shall have to be repaid as well, provided that the Student announces until the deadline specified in the Bye-laws that he/she terminates or suspends his/her student status.

³³ Enacted by Senate Resolution No. 15/2021 (I. 20.).

³⁴ Established by Senate Resolution No. 92/2022 (VII. 13.).

³⁵ Repealed by Senate Resolution No. 92/2022 (VII. 13.).

³⁶ Repealed by Senate Resolution No. 92/2022 (VII. 13.).

(4) The rules on the basis of which the Rector decides on the discounts and allowances to be granted to students participating in self-funded programmes on the basis of their academic results and economic situation, and on the authorisation of instalment payments, shall be laid down in the Organisational By-laws.

(5) The higher education institution may conclude an agreement with the persons designated by the contracting party for the purpose of establishing a student status. On the basis of such an agreement, a student status may be established with a person who otherwise fulfils the conditions laid down in this Act. The agreement should stipulate that all costs related to the programme in which the students participate shall be paid by the contracting party.

Article 39 (3) of the Higher Education Act: ... A study contract shall be concluded for the programme conducted subject to payment of a self-funded tuition fee specified in paragraphs (2) to (6) of Article 15.

Article 46 (3) of the Higher Education Act: ... the costs of the self-funded programme shall be borne by the student.

Article 50 (1) of the Higher Education Act Implementing Regulation: The student's study contract shall include the following

a) name of the programme,

b) the amount valid for the self-funded programme, which may not be changed during the period of student status.

(2) The student's study contract shall be an annex to the enrolment form in accordance with Article 38 (4) (b). If the study contract is concluded because of a reclassification, the study contract must be attached to the master sheet.

The provisions of the Higher Education Act and other relevant higher education legislation – in particular the provisions of Government Regulation No. 363/2011 (XII. 30.) on the implementation of certain provisions of Act CXXXII of 2011 on the University of Public Service and on Public Administration, Law Enforcement and Military Higher Education – shall be applied with regard to the services that can be used by self-funded students in consideration of the self-funded tuition fee.

Services available to self-funded students against payment of a separate fee

Article 65

In accordance with the Study and Examination Regulations, the third and subsequent examinations in the same subject, as well as the third or, with leniency permission, the fourth enrolment in lectures, seminars, consultations, practical sessions, field exercises, the failure to fulfil or late fulfilment of any obligation laid down in the Study and Examination Regulations, shall be subject to payment as provided for in this Policy. The fees that may be charged are set out in Annex 1 to the Policy.

CHAPTER XI

SPECIAL RULES ON FEES AND OTHER EXPENSES PAID BY STUDENTS

Fees payable by students

Article 66

Article 104 of the Higher Education Act: Paragraph (1) The provisions of this Act shall apply to the University of Public Service and the higher education activities performed by the University of Public Service in the fields of public governance and public administration, law enforcement, military, national security, international and European public service, and to the staff and students employed by the

institution, with the exceptions and deviations provided for in the Act on the University of Public Service. (...)

(1a) This Act

a) with regard to the officer candidate status of military officer candidates, shall be applied subject to the derogations provided for in the Act on the Status of Military Personnel,

b) with regard to the officer candidates of the law-enforcement agencies, shall be applied subject to the derogations provided for in the Act on the Legal status of the professional staff of law enforcement agencies,

c) with regard to the officer candidates of the National Tax and Customs Administration, shall be applied subject to the derogations provided for in the Act on the Legal Status of the Staff of the National Tax and Customs Administration.

Article 21/A of the UPS Act *(1) Depending on the form of the funding, the participant in the programmes of the University may be*

a) a student with public service scholarship,

b) a student who is not obliged to pay a self-funded tuition fee, who is in a professional legal relationship subject to the Act on the Legal Status of Professional Staff of Law Enforcement Agencies or who is in a professional or contractual legal relationship subject to the Act on the Legal Status of Military Personnel, or the finance officer who has a legal relationship at the tax and customs authority (hereinafter jointly referred to as "professional or contractual legal relationship") or who is an officer candidate,

c) a self-funded student, or

d) a scholarship student as per Article (2) (f) of Act XLV of 1996 on the Legal Status of Heads, Teachers and Students of Military and Law Enforcement Higher Education Institutions (hereinafter referred to as a law enforcement scholarship student).

(2) Students receiving a public service scholarship shall be subject to the rules of the Higher Education Act applicable to students supported by a Hungarian state scholarship, with the exceptions provided for in this Act.

(3) A student receiving a public service scholarship who is studying on a correspondence work schedule shall not be entitled to a student benefit.

(4) The University shall conclude a contract with the students who have been awarded a public service scholarship. (...)

(6) Paragraphs (2) to (3) of Article 48 of the Higher Education Act shall apply only to students participating in self-funded programmes and to students receiving a public service scholarship.

(1) The student shall be subject to the payment obligations specified in the Study and Examination Regulations and in this Policy only in the cases specified in this Policy and in the event of failure to fulfil or late fulfilment of an obligation.

(2) Officer candidates, public service scholarship holders and dual-status students shall pay the fees in accordance with the provisions of this Policy and shall not be charged a self-funded tuition fee.

(3) Students participating in a self-funded programme shall pay a self-funded tuition fee and the other relevant fees.

(4) All the fees payable by students may be paid in euros and US dollars by students who are not Hungarian citizens based on the Hungarian Citizenship Act and who do not have a bank account in

Hungary. The exchange rates shall be determined using the exchange rate published by the National Bank of Hungary on 31 December of the year preceding the autumn semester of the academic year in question, rounded upwards in all cases. The fees expressed in foreign currency for the academic year shall be published on the University's website.

Procedural rules related to the self-funded tuition fee

Article 67

- (1) The registration of the student's study contract shall be ensured by the University.
- (2) The amount of the self-funded tuition fee for the first year shall be published by the University in the admission prospectus.
- (3) A student participating in a self-funded programme shall be obliged to pay the self-funded tuition fee for each academic semester, in two equal instalments, so that the first instalment of the self-funded tuition fee shall be paid before the first day of the registration period (enrolment period) (by the last day of the period preceding the registration period). Enrolment and registration shall be conditional on the payment of the first instalment of the self-funded tuition fee. The method of payment shall be set out in a separate information material of the University, and the fees to be paid shall be published in the Neptun system. The deadline for payment of the second instalment shall be set out in the Rector's instruction on the timetable for the academic year. Those who pay in a different way from the average can do so on special request (payment relief).
- (3a)³⁷ Participants in the Ludovika Collegium student talent development programme shall be obliged to pay the amount of the self-funded tuition fee as per paragraph (3) within two months after the end of the registration period.
- (4) ³⁸ The amount of the self-funded tuition fee can be paid by another person for and on behalf of the student participating in the self-funded programme, as specified in the student's study contract and in Article 63 of this Policy.
- (5) Where this Policy refers to the self-funded tuition fee, it shall be understood to refer to the fee in the case of students who started their studies in a fee-paying programme before September 2013.

Article 68

- (1) In case the suspension of the student status is reported during the registration period, or in case the suspension is ordered ex officio, the student shall be exempted from paying the self-funded tuition fee, and the payment entry indicated in the Neptun system based on the obligation to pay the self-funded tuition fee shall be deleted. If the student has paid the tuition fee before the notification of the suspension of the student status, the University shall refund it.
- (2) If a student's student status is terminated within one month of the beginning of the study period, the University shall refund the self-funded tuition fee paid for the semester in question on the basis of the certificate issued by the head responsible for academic administration of the faculty who established the student's eligibility, provided that the student did not – in effect – commence his/her studies in the semester in question. If the student has begun his/her studies in effect, the University will refund 90% of the self-funded tuition fee paid for the given academic term, and hence the student will be exempted from payment of the self-funded tuition fee up to this amount. A student shall be considered to have begun his/her studies in effect if he/she has attended a session of the subject he/she has enrolled in during the given semester.

³⁷ Enacted by Senate Resolution No. 77/2020 (VI. 17.).

³⁸ Amended by Senate Resolution No. 92/2022 (VII. 13.).

(3) ³⁹ If the student announces in writing within one month of the beginning of the study period that he/she will be suspending his/her student status for the semester in question, the University shall, on the basis of a certificate issued by the head responsible for academic administration of the faculty who established the student's eligibility, refund to the student 90% of the self-funded tuition fee established and paid for the given academic term – for the entire academic semester – and hence the student will be exempted from payment of the self-funded tuition fee up to this amount. This rule shall also be applied accordingly if the student has not yet paid or has only partially paid the amount of the self-funded tuition fee for the academic semester in question, with the proviso that the decision shall be based on the amount of the self-funded tuition fee established for the entire academic semester, in such a way that the student shall not be required to pay the unpaid portion of the amount set for the student.

(4) It is not possible to cancel (withdraw) the registration after one month from the start of the academic term and therefore, for applications received after this deadline, the paid self-funded tuition fee shall not be refundable, except as provided for in paragraph (5).

(5) ⁴⁰ In the event the subsequent suspension of an already started academic semester as per the Study and Examination Regulations – when the student has not been able to complete the semester already started for reasons of illness, childbirth or other reasons beyond the student's control – is established by the Study, Examination and Social Affairs Committee, minimum 25% and maximum 90% of the self-funded tuition fee established and paid for the given academic term – the entire academic semester – may be refunded, upon the student's request, according to the Rector's decision. This rule shall also be applied accordingly if the student has not yet paid or has only partially paid the amount of the self-funded tuition fee for the academic semester in question, with the proviso that the decision shall be based on the amount of the self-funded tuition fee established for the entire academic semester, in such a way that the student shall not be required to pay the unpaid portion of the amount set for the student. When making the decision, the Rector shall take into account the time elapsed during the academic year and the reasons and circumstances for declaring the already started semester not completed. An application for a refund as per this paragraph may be submitted to the organizational unit responsible for the academic administration of the faculty, simultaneously with the application for the declaration of the already started semester not completed, by the deadline set in the Study and Examination Regulations for the submission of applications for the declaration of the semester not completed.

Article 69

(1) If the self-funded tuition fee is paid in full or in part by another person instead and on behalf of the student, the Declaration of Commitment form must be completed at the start of the programme. The data provided are recorded in the Neptun system by the organizational unit responsible for economic/financial tasks, after which the student can create and print an invoice and then send it to the party assuming the payment obligation, who shall enter the student's name or his/her Neptun code or the number of the invoice issued in the payment reference field of the bank transfer.

(2) This commitment made by another person or entity shall be valid for the entire academic term of the student; a new form is required to be completed only if there is any change in the person or data of the person or entity assuming the payment obligation.

(3) In case the student and the person assuming the obligation have both paid the self-funded tuition fee, the amount paid by the student will be transferred to the student's account number indicated in the Neptun system, after the payment declarations has been verified.

(4) The Finance Office shall accept the request for amendment of an invoice within 15 days of the occurrence of the fact or other circumstance giving rise to the amendment, subject to the limitation

³⁹ Established by Senate Resolution No. 92/2022 (VII. 13.).

⁴⁰ Established by Senate Resolution No. 92/2022 (VII. 13.).

that no amendment of an invoice may be made after 15 January of the year following the year of issue of the invoice.

Article 70

Article 42 (5) of the Higher Education Act ... *Students who have not fulfilled their overdue payment obligations shall not be allowed to enrol.*

Article 50 (5) of the Higher Education Act: *A student who has not fulfilled his/her payment obligations to the higher education institution shall not be admitted to the final examination.*

(1) In the event any payment obligation is not fulfilled by the respective payment deadline, the organizational unit responsible for economic/financial matters shall call upon the student to make the payment by giving him/her an additional payment deadline. In the event of late and overdue payment, the student shall be liable to pay an additional late payment fee as set out in Annex 1.

(2) Students who fail to perform their payment obligations will not be allowed to sign up for examinations.

(3) ⁴¹ The head of the competent organizational unit responsible for economic/financial matters shall call upon the student on two occasions, setting a deadline of 8 days for the payment of the outstanding amount, and inform the student that the legal consequence of non-payment is the termination of the student status. If the payment requests are without result, and after examining the student's economic situation, the Rector shall terminate the student's student status due to the outstanding arrears.

(4) If the student is removed from the student register, arrangements shall have to be made to ensure that he/she settles any and all of his/her outstanding debts owed to the University.

Rules related to dormitory fees

Article 71

Article 11 (2) of the Student Benefits Regulation: *(2) In the higher education institution, the legal titles, conditions and rates of the fees to be paid by the student for default and late performance, the dormitory fee, and the amount of the self-funded tuition fee and fee-payment as per Article 46 (3) and Article 83 of the Higher Education Act shall be determined for the duration of one academic year and shall be published in the usual manner in the institution.*

Article 15 (1) of the UPS Regulation: *The monthly amount of the dormitory fee specified in the University's payment and benefit policy for students participating in state-subsidised programmes and for students participating in state-subsidised doctoral programmes shall not exceed the below percentage of the annual amount of the dormitory per capita state subsidy*

- a) 10% in the case of a dormitory place with the level of conveniences of I;
- b) 12% in the case of a dormitory place with the level of conveniences of II;
- c) 15% in the case of a dormitory place with the level of conveniences of III;
- d) 22% in the case of a dormitory place with the level of conveniences of IV.

(2) *The rules and fees for the accommodation of law enforcement students of the University shall be laid down in the University's payment and benefit policy.*

Article 15/A of the UPS Regulation: *The University may, from its own income, provide free dormitory accommodation for students with public service scholarship, in a self-funded programme, with law enforcement scholarship, participating in a bachelor's degree programme, master's degree*

⁴¹ Amended by Senate Resolution No. 107/2021 (X. 27.).

programme or single-cycle master's degree programme, for two consecutive semesters, in the first academic year of the student's studies.

Article 15/B of the UPS Regulation: *The University may provide dormitory accommodation free of charge for students participating in the student talent development programme established by the University, in accordance with the University's Organisational By-laws.*

(1) ⁴² A dormitory fee shall be payable for accommodation in a dormitory. The monthly fee shall be payable from September to June (10 months), after which a daily fee shall be charged for the duration of the stay in the dormitory until the end of the examination period. By way of derogation, in the period from September to June, students who are obstructed or prevented due to an epidemic emergency or a health emergency due to an epidemic emergency shall pay a daily fee for the actual period of stay in the dormitory, the total amount of which shall not exceed the monthly dormitory fee, regardless of the number of days of their actual stay in the dormitory in a given month. The dormitory and other fees payable shall be set out in Annexes 3/A-D and Annex 4.

(2) The dormitory and other fees shall be charged through the Neptun system, the deadline for payment of which shall be the 15th of each month or the 8th calendar day following the date of charging, except as provided for in paragraph (3).

(3) The monthly fee for September shall be paid together with the monthly fee for October, and the monthly fee for February shall be paid together with the monthly fee for March. After a two-month delay in payment – and following an unsuccessful payment request sent to the student and after examination of his/her economic situation – the director of the dormitory may terminate the student's dormitory status by a unilateral written declaration.

(4) If a student studying abroad in the framework of learning mobility or doing an internship abroad suspends his/her dormitory accommodation during his/her stay abroad, he/she does not have to pay the dormitory fee during the period of the suspension. The rules on the suspension of the dormitory status shall be set out in the Dormitory Regulations.

(5) Taking into account the disbursement schedule of the student scholarships/grants, in the event of late payment of the dormitory fees for the months of September and October, the late payment fees will be charged only from 31 October, and in the event of late payment of the dormitory fees for the months of February and March, the late payment fees will be charged only from 31 March.

(6) The rules for the use of dormitory accommodation during the summer, outside the academic term, shall be laid down in the Rector's instructions. The minimum duration of dormitory stay that can be requested outside the academic term shall be 7 days.

(7) ⁴³

(8) ⁴⁴Students participating in law enforcement programmes, who are obliged to perform duties and provide extraordinary services as per point f) of paragraph (2) of Article 30 of the UPS Act shall not be obliged to pay dormitory fees for the duration of the ordered contribution/work.

(9) ⁴⁵Students who have been awarded a sports scholarship as defined in Article 22 (2)-(3) of Government Regulation No. 423/2012 (XII. 29.) on the admission procedure to higher education shall pay 80% of the monthly and daily dormitory fees as defined in Annexes 3/A-D.

(10) ⁴⁶ Students participating in the Ludovika Collegium student talent development programme shall be provided with dormitory accommodation free of charge. Students participating in the programme shall be entitled to the free dormitory accommodation from the time of the establishment of the LC-

⁴² Established by Senate Resolution No. 111/2020 (XI. 19.). Amended by Senate Resolution No. 77/2021 (VI. 16.). Amended by Senate Resolution No. 107/2021 (X. 27.).

⁴³ Established by Senate Resolution No. 77/2020 (VI. 17.). Repealed by Senate Resolution No. 92/2022 (VII. 13.).

⁴⁴ Enacted by Senate Resolution No. 111/2020 (XI. 19.).

⁴⁵ Enacted by Senate Resolution No. 111/2020 (XI. 19.). Amended by Senate Resolution No. 107/2021 (X. 27.).

⁴⁶ Enacted by Senate Resolution No. 15/2021 (I. 20.). Established by Senate Resolution No. 107/2021 (X. 27.).

legal status according to the Rector's instruction, with the proviso that during the period of suspension of the LC-legal status, the student shall not be entitled to free dormitory accommodation related to this legal status.

Other payment rules **Article 72**

(1) There is no fee for defending the thesis and taking the final examination for the first time, regardless of its date. Thereafter, the student shall pay a fee in accordance with the fees set out in Annex 1 to this Policy.

(2) The following amounts shall be determined on a credit proportional basis:

- a) the fee, if the student participating in the programme takes subjects (knowledge content) with a credit value exceeding the credit value indicated in the recommended curriculum by more than 10%;
- b) the self-funded tuition fee, if the public service scholarship holder student is unable to complete his/her studies during the period of the support (scholarship) and has been allowed to continue his/her studies in a self-funded programme;
- c) the self-funded tuition fee, if the student participating in a self-funded programme takes subjects in order to complete his/her studies after the number of active semesters corresponding to the programme duration specified in the Programme and Output Requirements;
- d) the self-funded tuition fee, if the self-funded student of another higher education institution takes (enrols in) subjects in the course of his/her part-studies;
- e) the self-funded tuition fee, if the student is enrolled in a part-time self-funded programme pursuant to Article 42 (2) of the Higher Education Act;
- f) the fee, if the student takes subjects taught in a language other than Hungarian, with a credit value exceeding the credit value indicated in the recommended curriculum by more than 10%.

(3) A student supported by a Hungarian state (partial) scholarship may also participate in education within the framework of his/her status as a visiting student in accordance with the provisions of Article **Hiba! A hivatkozási forrás nem található.** of this Policy.

(4) Students coming to the University under the ERASMUS+ programme shall not be required to pay a self-funded tuition fee or other fee.

(5) If a student of a foreign higher education institution establishes a visiting student status on the basis of an intergovernmental or institutional bilateral agreement or in connection with international programmes in which the University or one of its organizational units participate, the student shall be exempted from paying the self-funded tuition fee. The written permission for the establishment of a visiting student status as defined in this paragraph may be granted by the competent dean.

Article 73

(4) The credit proportional amount of the self-funded tuition fee/fee (KÖ) is the ratio of the self-funded tuition fee (D) and the total credit of the programme (ÖK) multiplied by the credit value of the subject (TK), rounded off to 100 HUF:

$$KÖ = D/ÖK \times TK$$

(5) No credit proportional self-funded tuition fee may be established if the amount of the credit proportional self-funded tuition fee calculated pursuant to paragraph (1) of Article 72 exceeds the self-funded tuition fee determined for the programme in question at the beginning of the relevant student's student status pursuant to paragraph (2) of Article 3 and paragraph (2) of Article 67. In this case, the student shall pay the self-funded tuition fee for the given semester as specified in the student's study contract in accordance with Article 3 (2) and Article 67 (2).

(6) The credit proportional self-funded tuition fee/fee shall be determined by the organizational unit responsible for the administration of studies and shall be charged by the Finance Office.

(7) The rules for the assessment of the library late fee shall be laid down in the Organisational by-laws of the Central University Library and Archives.

(8) In the event of failure of fulfilment of the payment obligation related to the fees, late fees and credit proportional self-funded tuition fee determined in this Article, the provisions of Article 70 shall apply mutatis mutandis.

Payment relief **Article 74**

Article 33/B of the UPS Act: *The student shall be entitled to payment by instalment, deferment or exemption in terms of fulfilment of any of his/her payment obligations towards the University, under the conditions and in accordance with the procedure set out in the Organisational By-laws, based on the decision of the committee established according to the Organisational By-laws.*

Article 10 (1) of the UPS Regulation: *A student may apply for exemption from payment obligations, payment in instalments or deferment of payment in accordance with the University's Payment and Benefit Policy, in view of his/her financial circumstances, income situation or academic performance.*

(2) *No exemption, instalment payment or deferred payment option may be granted for sanction payments as defined in the University's Payment and Benefit Policy, or on the basis of participation in community activities.*

(3) *Students participating in the University's self-funded programmes may be exempted from the payment of the self-funded tuition fee, without submitting an application, in accordance with the University's Payment and Benefit Policy, provided that the University covers the costs of the programme through a tender.*

(1) A student may apply for exemption from payment obligations, payment in instalments or deferment of payment (hereinafter referred to as: payment relief), in view of his/her financial circumstances, income situation or academic performance, in accordance with the conditions specified in this paragraph. The reasons given in the application must be duly substantiated by supporting documents. The financial circumstances and income situation shall have to be evidenced by the same certificates/proofs that are required by this Policy for the examination of economic situation.

(2) With regard to the self-funded tuition fee payment obligation, only instalment payment or deferred payment may be granted as payment relief.

(3) In terms of the fees, a payment relief may be granted to the student on the grounds of his/her academic performance, financial circumstances or income situation.

(4) A student who is disadvantaged, an orphan, a breadwinner or whose guardianship has ceased on the grounds of his/her age of majority may be exempted from the obligation to pay the dormitory fee on the grounds of his/her economic situation. Discount or exemption may be granted from the dormitory fee to students working in the dormitory.

(5) In the case of subsequent suspension of an already started academic semester in accordance with the Study and Examination Regulations, the student may, in connection with the fulfilment of the

repayment obligation, submit a request for payment relief in order to fulfil this payment obligation, in view of the student's financial circumstances and income situation, simultaneously with the submission of the request for subsequent suspension. The reasons given in the application must be duly substantiated by supporting documents. The financial circumstances and income situation shall have to be evidenced by the same certificates/proofs that are required by this Policy for the examination of economic situation.

(6) No exemption, instalment payment or deferred payment option may be granted for default and late charges, or on the basis of participation in community activities.

Article 75

(1) The student may receive payment relief from the organisational unit responsible for the academic administration, having competence for the programme concerned, prior to the registration period at the latest – in the case of payment relief related to the self-funded tuition fee payment obligation, by 15 August for the autumn semester and by 15 January for the spring semester – or, in the case of a payment obligation arising thereafter or in the case of occurrence of such a circumstance or situation directly affecting the fulfilment of the self-funded tuition fee payment obligation, which is beyond the student's control and for which he/she is not responsible, on the basis of a written request submitted by the last day of the deadline set for fulfilment of the respective obligation. This deadline shall represent the expiry of the limitation period, no petition for excuse may be submitted after its expiry.

(2) The application (request) for payment relief shall be decided at first instance by the Study, Examination and Social Affairs Committee, and for students participating in doctoral programmes by the Doctoral Student's Committee on Social Affairs, within 21 days, by issuing a resolution.

(3) If the student is removed from the student register, arrangements shall have to be made to ensure that he/she settles any and all of his/her outstanding debts owed to the University.

(4) In the event that any payment obligation of the student is based on the average of the previous semester or the credits completed in that semester, the previous semester shall be understood to be the last active semester completed by the student.

Special provisions for foreign nationals⁴⁷

Article 77/A⁴⁸

Government Decree No. 423/2012 (XII. 29.) on Higher Education Admission Procedures, Article 44 ... (2) *In the case of applications for programmes provided in a foreign language, advertised for foreign nationals, the higher education institution may set an institutional procedural fee. The fee shall be payable to the higher education institution and shall be due in full to the higher education institution.*

(4) The admission procedure fee payable for the higher education admission procedure shall be refundable if the applicant

a) withdraws his/her application no later than the closing date for applications;

b) his/her late application is rejected;

c) paid a higher amount than the set admission procedure fee, up to the amount of the difference;

(d) has not submitted an application for admission."

(1) A third-country national subject to visa requirements (hereinafter referred to as: the "visa-required applicant"), as defined in the Act on the Entry and Residence of Third-Country Nationals, who applies for a programme advertised by the University in a foreign language to foreign nationals, shall pay an institutional procedural fee of EUR 150 by bank transfer to the bank account specified by the University, simultaneously with submission of the application for

⁴⁷ Enacted by Senate Resolution No. 37/2021 (III. 18.).

⁴⁸ Enacted by Senate Resolution No. 37/2021 (III. 18.).

admission, but no later than the closing date for applications. The fee will be refunded to the applicant only in the cases specified in the relevant legislation.

(2) The amount of the institutional procedural fee paid by the visa-required applicant as specified in paragraph (1) shall be credited against the amount of the self-funded tuition fee to be paid in respect of the first academic semester, if the applicant establishes a student status.

(3) In the first academic semester, the visa-required applicant shall be obliged to pay the full amount of the self-funded tuition fee by the deadline set by the University, but prior to the first day of the registration period (enrolment period) at the latest.

(4) A student may apply for the refund of the self-funded tuition fee paid for the first academic semester as provided for in paragraph (3) only on the grounds that his/her visa application has been rejected, unless it is established based on sufficient and reliable proof, that student has provided false or incorrect information during the admission or visa procedures.

Chapter XII

DATA PROCESSING

Section 79

Nftv. Section 18. (1) The higher education institution

- a) for the proper functioning of the institution,
- b) for the exercise of the rights and fulfillment of the obligations of applicants and students,
- c) for the organization of education and research,
- d) for the exercise of employer's rights and the exercise of the rights and obligations of instructors, researchers, and employees,
- e) for the maintenance of records as specified in the laws,
- f) for the determination, assessment, and verification of entitlements provided for in the laws and in the organizational and operational regulations of the higher education institution,
- g) for the purpose of tracking the careers of those referred to in Sections 15 and 16, keeps indispensable personal and special data.

(2) The scope of data registered based on paragraph (1), the purpose and duration of data processing, and the conditions for the transfer of registered data are determined in Annexes 3 and 6. The registered data may be used for statistical purposes, and for statistical use, they may be transmitted to the official statistical service.

Annex 3 to Act CCIV of 2011 I. Nftv

Personal and special data registered and processed in higher education institutions

I/B. Student Data

1. Data registered based on this law:

a) Data related to admission:

aa) the applicant's family name and given name, gender, date and place of birth, citizenship, place of residence, place of stay, mailing address, and telephone number, in the case of non-Hungarian citizens, the legal basis for staying in the territory of Hungary and the document authorizing the stay – for individuals exercising the right of free movement and residence, the name and number of the document certifying the right of residence,

ab) data related to the secondary school leaving examination,

ac) data related to the secondary school,

ad) data necessary for the assessment of the admission request,

ae) data related to the admission procedure, the admission identifier,

af) the identification number of the declaration referred to in Section 48/D (2),

b) Data related to the student status:

ba) the student's name, gender, birth name, mother's name, place and date of birth, citizenship, place of residence, place of stay, mailing address, telephone number, email address, in the case of non-Hungarian citizens, the legal basis for staying in the territory of Hungary and the document authorizing the stay – for individuals exercising the right of free movement and residence, the name and number of the document certifying the right of residence.

bb) Type, date, and manner of establishment and termination of the student's (guest student's) student status, the name of the program pursued by the student, its state funding status, and schedule, expected completion date of the program, evaluation of the student's studies, examination data, completed semesters, utilized support duration, suspension of student status,

bc) Location and time of foreign higher education studies,

bd) Credits obtained and recognized during the education, credited studies,

be) Data related to student allowances, data necessary for the assessment of eligibility for allowances (social situation, parental data, maintenance-related data),

bf) Data related to student employment,

bg) Data related to disciplinary and compensation cases involving students,

bh) Data necessary for assessing special treatment for individuals with disabilities,

bi) Data related to student accidents,

bj) Student ID card number, registration number of the student register,

bk) Student education identifier number, personal identification document number, photograph, social security identifier,

bl) Electronic copy of the thesis (diploma thesis) and diploma supplement, data related to the completion of internships, obtaining the absolutorium, final exams (doctoral defence), language exams, and obtaining the diploma and diploma supplement,

bm) Data necessary for the fulfilment of rights and obligations arising from the student status,

c) Data related to student tracking,

- d) Student tax identification number,
- e) Data for identifying documents that confirm the data,
- f) Data related to fees and charges paid by the student, data related to instalment payment discounts, deferrals, exemptions, etc.,
- g) Data related to student or housing support, if received due to receiving childcare allowance, childcare assistance, child-rearing support, childcare allowance, or regular child protection support, or due to their disadvantaged situation, these data on fees and support,
- h) Data on scholarships disbursed based on the student's studies, established by the government by regulation in accordance with Sections 85(1) and (2),
- j) Data related to the existence, type, and purpose of loans granted by the Student Loan Center, including the amount of student loans requested by the student, the loan agreement number, the amount transferred to the higher education institution, and the date of the transfer.
- k) the date and reason for removal from the register of identity and address.

Purpose of Data Processing: In accordance with Section 18(1), the higher education institution may process personal and special data only for the purpose of the legal relationship, determination, and fulfillment of benefits, discounts, and obligations, national security reasons, management of the registers defined in this law, to the extent necessary and for specific purposes.

Duration of Data Processing: Eighty years from the notification of the termination of the student status.

Conditions for Data Transfer: Data can be transferred to:

- a) The maintainer, for all data related to maintainer tasks,
- b) Courts, the police, the public prosecutor's office, court bailiffs, and administrative authorities for data required to decide specific cases,
- c) National security service for all data required to fulfill tasks defined in the National Security Act,
- d) The authority responsible for the operation of the higher education information system for all data,
- e) ...
- f) The authority responsible for maintaining records of compliance with the conditions for Hungarian state scholarships related to education and student status.

(1) Within the scope of this regulation, personal data processing is carried out in accordance with the relevant laws, this regulation, additional regulations within the Organizational and Operational Regulations Student Requirement System, regulations on the protection of personal data and tasks related to public data, and, in the context of the Neptun system, according to the Neptun Regulation.

(2) Within the scope of this regulation, personal data processing, based on Article 6(1)(c) and (e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation or GDPR) – is based on public interest and legal provision, and for scholarships beyond those provided in this regulation, in the context of professional, scientific, public, sports, cultural activities, based on Article 6(1)(b) of GDPR for the purpose of fulfilling a contract, and for special data, based on Article 9(2)(f) of GDPR for the establishment, exercise, or defense of legal claims. The legal basis is Section 18 of Act on

Higher Education and Section 3, Annex I/B of Act CCIV of 2011. The purpose of data processing is determined by Section 18(1) of Act on Higher Education and Section 3, Annex I/B, Subsection 2 of Act CCIV of 2011. Detailed information on data protection is provided in a circular letter issued by the Secretary-General. The University informs the data subjects about data processing.

(3) If an application or request submitted by a student for a scholarship, dormitory admission, or payment facilitation includes personal data related to another person (hereinafter referred to as the "affected party") in connection with presenting the student's social situation, and this data does not qualify as publicly available data in the public interest, the data can only be taken into consideration during the evaluation of the application or request if the affected party or their legal representative has given written consent for the data's use for this purpose. The data protection information and the data processing consent form template are provided in Annex 7 of this regulation. The document must be attached to the application or request. The legal representative can provide consent for multiple affected parties in a single document, with the relevant details of the affected parties included.

(4) If an application or request submitted by a student for a scholarship, dormitory admission, or payment facilitation, in connection with determining the student's social situation, includes documents required as proof according to this regulation, the applicant must anonymize any personal data in these documents that are not necessary for the evaluation of the application before submitting the application.

Chapter XIII
FINAL PROVISIONS
Section 80.

(1) This Regulation was adopted by the Senate with Resolution No. 29/2019. (VII. 10.).

(2) This Regulation shall enter into force on August 1, 2019.

(3) The Regulation adopted by the Senate with Resolution No. 119/2013. (VII. 10.) shall be repealed.

(4) The provisions regarding the handling of certificates specified in Section 60(2) of this Regulation must also be applied to the dormitory admission procedure for the 2019/2020 academic year that was ongoing at the time this Regulation entered into force.

(5) The provisions specified in Section 61(3)(b), 61(4), and 61(5) of this Regulation shall be applied starting from the 2019/2020 academic year. The fulfillment of the conditions specified in Section 61(3)(b) shall be first considered in the dormitory admission procedure for the 2021/2022 academic year. Furthermore, in the dormitory admission procedure for the 2020/2021 academic year, the partial fulfillment of the condition specified in Section 61(3)(b) during the 2019/2020 academic year may be taken into account as part of the criteria related to community service.

(6) Scholarships to be disbursed in the fall semester of the 2019/2020 academic year shall be calculated according to the provisions of this Regulation.

(7) The provisions of this Regulation, as amended by Senate Resolution No. 92/2022. (VII. 13.), regarding Section 61(3) and the repealed (4)-(5) paragraphs, shall be last applied in the dormitory admission procedure announced for the first academic semester of the 2022/2023 academic year.

(8) The Annexes 5/1-5/7 of this Regulation, as amended by Senate Resolution No. 92/2022. (VII. 13.), shall be applied for the first time in the application procedures announced for the second academic semester of the 2022/2023 academic year.

(9) The Annexes 5/23-5/26 of this Regulation, as determined by Senate Resolution No. 92/2022. (VII. 13.), shall be applied for the first time during the scholarship applications in the year 2023.

TABLE OF FEES AND CHARGES

#	Name of the payment obligation	Amount of payment obligation (data in HUF)	Note
FEES RELATED TO STUDY OBLIGATIONS IN HUF			
1	Examination retake fee (Articles 43 (4), 44 (7), 55 (7))	In the case of examinations as per paragraph (7) of Article 4 of the Study and Examination Regulations	3,000
		Repeated remedial examination for practical grade, report and end-term examination	3,000
		Repeated remedial examination for final examination, per each part of the final examination	6,000
2	Fee for missed examination without excuse (Article 39 (45) (3), 44 (4) of the Study and Examination Regulations)		5,000
3	Fee for the third or each additional subject enrolment (Article 18 (7) of the Study and Examination Regulations)		6,500
FEES RELATED TO DOCTORAL PROGRAMMES IN HUF			

⁴⁹ Established by Senate Resolution No. 50/2019 (IX. 18.). Established by Senate Resolution No. 77/2021 (VI. 16.). Amended by Senate Resolution No. 107/2021 (X. 27.). Established by Senate Resolution No. 92/2022 (VII. 13.).

#	Name of the payment obligation		Amount of payment obligation (data in HUF)	Note
1	Application fee for doctoral programmes (Article 62 (3) (a) of the University Doctoral and Habilitation Regulations)		9,000	
2	Fees for the doctoral degree award procedure (Article 62 (3) (b) of the University Doctoral and Habilitation Regulations)	in Hungarian	175,000	
		in a foreign language	350,000	
3	Naturalisation (Article 62 (3) (c) of the University Doctoral and Habilitation Regulations)		Statutory procedural fee	
ADMINISTRATIVE CHARGES				
1	Missing the deadline	Failure to fulfil a payment obligation owed to the university in the case of a self-funded tuition fee payment obligation	5,000	
		Late submission of thesis/dissertation	7,000	
		Failure to fulfil a payment obligation owed to the university	1,000	
		Late data reporting	1,000	
		Issuance of a new invoice due to late data reporting, per invoice to be amended	1,000	
		Failure to return the library book by the last day of the examination period	5,000/ volume	
		Application submitted after the registration period for the fulfilment of a study obligation due during the registration period / Submission of an application after the registration period which was originally due during the registration period	2,000	
2	Fees for the administration of issuing the diploma/diploma supplement - duplicate, copy	Diploma duplicate copy	5,000	Includes the cost of issuing the duplicate copy of the diploma.
		Copy of diploma certified by the University	500	
		Simple copy of the diploma	300	
		Issue of a diploma supplement - duplicate copy	10,000	
		Certified copy of the diploma supplement	1,000	

#	Name of the payment obligation	Amount of payment obligation (data in HUF)	Note
		Simple copy of the diploma supplement	500
		Issue of diploma supplements in English for graduates graduating between 1 July 2003 and 1 March 2006	10,000
		Issue of diploma supplements as defined in Act LXXX of 1993 for students starting their studies in the academic year 1993/94 or later, but graduating before 1 July 2003	15,000
		Doctoral diploma in a foreign language separately requested (not English)	12,000
3	Student card related administration fee	Replacement of a validation sticker in case of a lost sticker	3,500
4	Fees for the administration of the academic transcript and the student master sheet extract	Replacement of a lost or unusable academic transcript (duplicate)	8,000
		Preparation of an extract from the academic transcript or master file beyond mandatory (free) copy	first page 600 from the second page per page 200
5	Fees related to the length of the doctoral dissertation	In the field of technical sciences, the fee for the part of the dissertation in Hungarian language exceeding 250 pages (HUF / 10 pages)	8,000
		In the field of technical sciences, the fee for the part of the dissertation in a foreign language exceeding 250 pages (HUF / 10 pages)	16,000
		In the field of social sciences, the fee for the part of the dissertation in Hungarian language exceeding 250 pages (HUF / 10 pages)	8,000
		In the field of social sciences, the fee for the part of the dissertation in a foreign language exceeding 250 pages (HUF / 10 pages)	16,000
6	Other administrative charges	Changing your password to connect to the computer system, issuing a new password (for passwords issued by the University)	1,000
OTHER FEES			
1	Student Sports Card		3,000 HUF/month
2 ⁵⁰	Replacement of a lost dormitory key	Orczy Road Dormitory	3,500
		Diószegi Street Dormitory	5,000 security key
		Beszédes József Dormitory	4,000
		Ludovika Collegium	5,000

⁵⁰ Established by Senate Resolution No. 107/2021 (X. 27.).

#	Name of the payment obligation		Amount of payment obligation (data in HUF)	Note
3	Replacement of a lost magnetic card	-	2,000	
4	Replacement of a lost or damaged student sports card		500	HUF/occasion

DORMITORY FEES IN THE DIÓSZEGI STREET DORMITORY

No.	Accommodation	Person (s)	Level of conveniences	Monthly dormitory fee (HUF/person/month)	Daily dormitory fee (HUF/person/night)
1.	Double room – during the study and examination period	2	IV.	24,000	1,000
2.	Double room (on request) – during the study and examination period	1	IV.	48,000	2,000
3.	Double room – outside the study and examination period	1	IV.		4,000
4.	Double room – outside the study and examination period	2	IV.		2,000
5.	Double room – outside the study and examination period – reduced rate *	1	IV.	–	2,000
6.	Double room – outside the study and examination period – reduced rate *	2	IV.	–	1,000

Fees for foreign students participating in the Stipendium Hungaricum programme

No .	Accommodation	Person(s)	Level of conveniences	Monthly fee (HUF/person/month)	Daily fee (HUF/person/night)
1.	double room	1	IV.	80,000	4,000
2.	double room	2	IV.	40,000	2,000

Fees for foreign students (other than students participating in the Stipendium Hungaricum programme) arriving under an inter-institutional or inter-state agreement or a scholarship programme established by the Government

No .	Accommodation	Person(s)	Level of conveniences	Monthly fee (HUF/person/month)	Daily fee (HUF/person/night)
1.	double room	1	IV.	119,000	9,000
2.	double room	2	IV.	59,500	4,500

Other fees

No.	Designation	Amount
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⁵¹ Amended by Senate Resolution No. 107/2021 (X. 27.). Established by Senate Resolution No. 92/2022 (VII. 13.).

1.	Fee payable for hosting a visitor	1,500/night
2.	Late payment fee, in case of late payment of the dormitory fee (after the 5th day following the payment deadline)	3,000
3.	Failure to meet the deadline for moving out (in case the student has not reported the failure in advance)	1,500 / day
4.	Late payment fee, in case of late payment of the fee payable for hosting a visitor (after the 5th day following the payment deadline)	1,000

* The reduced rate dormitory fee is the fee payable for the dormitory accommodation during the period of compulsory internship, public activities in the interest of the University or academic work related to the programme – after professional approval –, performed outside the study and examination periods. The minimum duration of a dormitory stay during this period is 7 days.

FEES FOR DORMITORY ACCOMMODATION IN THE ORCZY ROAD DORMITORY

No.	Accommodation	Person(s)	Level of conveniences	Monthly dormitory fee (HUF/person/month)	Daily dormitory fee (HUF/person/day night)
1.	Double room – during the study and examination period	2	IV.	24,000	1,000
2.	Double room (on request) – during the study and examination period	1	IV.	48,000	2,000
3.	Double room – outside the study and examination period	1	IV.		4,000
4.	Double room – outside the study and examination period	2	IV.		2,000
5.	Double room – outside the study and examination period – reduced rate *	1	IV.		2,000
6.	Double room – outside the study and examination period – reduced rate *	2	IV.		1,000

Fees for foreign students participating in the Stipendium Hungaricum programme

No.	Accommodation	Person(s)	Level of conveniences	Monthly fee (HUF/person/month)	Daily fee (HUF/person/night)
1.	double room	1	IV.	80,000	4,000
2.	double room	2	IV.	40,000	2,000

Fees for foreign students (other than students participating in the Stipendium Hungaricum programme) arriving under an inter-institutional or inter-state agreement or a scholarship programme established by the Government

No.	Accommodation	Person(s)	Level of conveniences	Monthly fee (HUF/person/month)	Daily fee (HUF/person/night)
1.	double room	1	IV.	119,000	9,000
2.	double room	2	IV.	59,500	4,500

Other fees

No.	Designation	Amount
1.	Fee payable for hosting a visitor	1,500/night

⁵² Established by Senate Resolution No. 92/2022 (VII. 13.).

2.	Late payment fee, in case of late payment of the dormitory fee (after the 5th day following the payment deadline)	3,000
3.	Failure to meet the deadline for moving out (in case the student has not reported the failure in advance)	1,500 / day
4.	Late payment fee, in case of late payment of the fee payable for hosting a visitor (after the 5th day following the payment deadline)	1,000

* The reduced rate dormitory fee is the fee payable for the dormitory accommodation during the period of compulsory internship, public activities in the interest of the University or academic work related to the programme – after professional approval –, performed outside the study and examination periods. The minimum duration of a dormitory stay during this period is 7 days.

DORMITORY FEES IN THE BESZÉDES JÓZSEF DORMITORY

No.	Accommodation	Person(s)	Level of conveniences	Monthly dormitory fee (HUF/person/month)	Daily dormitory fee (HUF/person/night)
1.	3 bedded room – during the study and examination period	3	IV.	14,000	**600
2.	2*2 beds – during the study and examination period	4	IV.	16,000	**600
3.	Double room – during the study and examination period	2	IV.	18,000	** 600
4.	3 bedded room (on request) – during the study and examination period	1	IV.	28,000	** 1,100
5.	2*2 beds (on request) – during the study and examination period	2	IV.	32,000	** 1,100
6.	Double room (on request) – during the study and examination period	1	IV.	36,000	** 1,100
7.	3 bedded room – outside the study and examination period	3	IV.		1,100
8.	2*2 beds – outside the study and examination period	4	IV.		1,100
9.	double room – outside the study and examination period	2	IV.		1,100
10.	Double room (on request) – outside the study and examination period	1	IV.		1,100
11.	3 bedded room – outside the study and examination period – reduced rate *	3	IV.		600
12.	2*2 beds – outside the study and examination period – reduced rate *	4	IV.		600
13.	double room – outside the study and examination period – reduced rate *	2	IV.		600

Fees for foreign students participating in the Stipendium Hungaricum programme

No.	Accommodation	Person(s)	Level of conveniences	Monthly fee (HUF/person/month)	Daily fee (HUF/person/night)
1.	double room	1	IV.	80,000	3,300

⁵³ Established by Senate Resolution No. 37/2021 (III. 18.). Established by Senate Resolution No. 77/2021 (VI. 16.). Established by Senate Resolution No. 92/2022 (VII. 13.).

2.	double room	2	IV.	40,000	1,650
3.	3 bedded room	3	IV.	40,000	1,650
4.	3 bedded room	2	IV.	80,000	3,300
5.	3 bedded room	1	IV.	120,000	4,950
6.	2*2 beds	2	IV.	40,000	1,650
7.	2*2 beds	1	IV.	80,000	3,300

Fees for foreign students (other than students participating in the Stipendium Hungaricum programme) arriving under an inter-institutional or inter-state agreement or a scholarship programme established by the Government

No.	Accommodation	Person(s)	Level of conveniences	Monthly fee (HUF/person/month)	Daily fee (HUF/person/night)
1.	double room	1	IV.	106,200	7,600
2.	double room	2	IV.	53,100	4,000
3.	3 bedded room	3	IV.	35,600	2,900
4.	3 bedded room	2	IV.	53,300	4,100
5.	3 bedded room	1	IV.	106,200	7,600
6.	2*2 beds	2	IV.	44,100	3,400
7.	2*2 beds	1	IV.	88,200	6,400

Other fees

No.	Designation	Amount
1.	Fee payable for hosting a visitor	1,500 / night
2.	Late payment fee, in case of late payment of the dormitory/accommodation fee (after the 5th day following the payment deadline)	3,000
3.	Failure to meet the deadline for moving out (in case the student has not reported the failure in advance)	1,500 / day
4.	Late payment fee, in case of late payment of the fee payable for hosting a visitor (after the 5th day following the payment deadline)	1,000

* The reduced rate dormitory fee is the fee payable for the dormitory accommodation during the period of compulsory internship, public activities in the interest of the University or academic work related to the programme – after professional approval –, performed outside the study and examination periods. The minimum duration of a dormitory stay during this period is 7 days.

** Only students on the correspondence course shall be entitled to a daily allowance during study and examination periods.

DORMITORY FEES IN LUDOVIKA COLLEGIUM

No.	Accommodation	Person (s)	Level of conveniences	Monthly dormitory fee (HUF/person/month)	Daily dormitory fee (HUF/person/night)
1.	Double room – during the study and examination period	2	IV.	24,000	1,000
2.	Double room (on request) – during the study and examination period	1	IV.	48,000	2,000
3.	Double room – outside the study and examination period	1	IV.		4,000
4.	Double room – outside the study and examination period	2	IV.		2,000
5.	Double room – outside the study and examination period – reduced rate *	1	IV.		2,000
6.	Double room – outside the study and examination period – reduced rate *	2	IV.		1,000
7.	1 bedded room (on request) – during the study and examination period	1	IV.	48,000	2,000
8.	1 bedded room – during the study and examination period	1	IV.	24,000	1,000
9.	1 bedded room – outside the study and examination period	1	IV.		4,000
10.	1 bedded room – outside the study and examination period – reduced rate *	1	IV.		2,000

Fees for foreign students participating in the Stipendium Hungaricum programme

No .	Accommodation	Person(s)	Level of conveniences	Monthly fee (HUF/person/month)	Daily fee (HUF/person/night)
1.	double room	1	IV.	80,000	4,000
2.	double room	2	IV.	40,000	2,000
3.	1 bedded room	1	IV.	40,000	2,000

Fees for foreign students (other than students participating in the Stipendium Hungaricum programme) arriving under an inter-institutional or inter-state agreement or a scholarship programme established by the Government

No .	Accommodation	Person(s)	Level of conveniences	Monthly fee (HUF/person/month)	Daily fee (HUF/person/night)
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⁵⁴ Enacted by Senate Resolution No. 107/2021 (X. 27.). Established by Senate Resolution No. 92/2022 (VII. 13.).

			es	nth)	ght)
1.	double room	1	IV.	119,000	9,000
2.	double room	2	IV.	59,500	4,500
3.	1 bedded room	1	IV.	59,500	4,500

Other fees

No.	Designation	Amount
1.	Fee payable for hosting a visitor	1,500 / night
2.	Late payment fee, in case of late payment of the dormitory fee (after the 5th day following the payment deadline)	3,000
3.	Failure to meet the deadline for moving out (in case the student has not reported the failure in advance)	1,500 / day
4.	Late payment fee, in case of late payment of the fee payable for hosting a visitor (after the 5th day following the payment deadline)	1,000

* The reduced rate dormitory fee is the fee payable for the dormitory accommodation during the period of compulsory internship, public activities in the interest of the University or academic work related to the programme – after professional approval –, performed outside the study and examination periods. The minimum duration of a dormitory stay during this period is 7 days.

